

MINUTE 5

1-1973 TO 12-1978

MINUTE 5

RENSSELAER PUBLIC library
RENSSELAER, INDIANA 47978

January 8, 1973

The Rensselaer Public Library Board and the Jasper County Contractual Board met January 8 at 7:30 p.m. The following members were present: the city members were Mrs. Zorich, Mrs. Hammond, Mr. Harrison, and Mrs. Beaman. The County members were Mrs. Kennedy, new member filling Mr. Stath's seat on board and Mrs. Jeffries, filling out the term of Mrs. Nuss, and Mr. Wuertthner and Miss Brown, librarian.

The following transfers of 1972 accounts were made:

From # 25 Book Processing to # 23 Printing and Advertising
\$83.74
From # 25 to # 21 Communication and Transportation \$220.00
From # 25 Book Processing to # 24 Repairs \$56.09
From # 33 Bookmobile, gas, oil, propane and tires to # 32
Library and Janitor Supplies \$96.80
From # 33 Bookmobile, gas, oil, propane and tires to # 31
Office Supplies \$34.83
From # 55 OASI to # 51 Insurance \$14.82
From # 73 Books to # 72 Equipment \$2.37

Motion made by Mr. Harrison and seconded by Mrs. Beaman.
Motion carried.

Bills for the balance of 1972 and January 1973 were presented. Motion made by Mrs. Zorich and seconded by Mrs. Hammond that these bills be paid. Motion carried.

The Rensselaer City Library Board accepted the additional appropriations legal notice as published. Motion to accept made by Mrs. Beaman and seconded by Mrs. Hammond. Motion carried.

The County Contractual Board voted to accept the additional appropriations legal action as published. Motion made by Mrs. Kennedy and seconded by Mrs. Jeffries. Motion carried.

Discussion was held on the metal shelving that was formerly used upstairs behind the desk. It was decided not to sell and to keep for further use.

Crown Point - Center Library will hold Open House and Dedication of their new Library Sunday, January 14 from 2:00 to 5:00 p.m. The new facility is located at 214 S. Court Street, Crown Point. The board members and staff were invited to attend.

RENSSELAER PUBLIC library
RENSSELAER, INDIANA 47978

(2)

The Demotte lease for 1973 was signed. The building is rented from George Konovsky at \$70.00 per month.

Election of Officers were held. The following officers were elected by the County:

President	-	Robert Wuerthner
Treasurer	-	Betty Kennedy

The following officers were elected by the City:

Treasurer	-	Jackie Zorich
Secretary	-	Jackie Becker

The president and vice-president will be elected by ballot, since votes were tied by members present.

The meeting adjourned.

Klea Beaman, Secretary
Robert Soderstrom, President

RENSSELAER PUBLIC library
RENSSELAER, INDIANA 47978

February 5, 1973

The Rensselaer Public Library Board and the Jasper County Contractual Board met February 5 at 7:30 p.m. The following members were present: The City members present were Jackie Zorich, Klea Beaman, Mr. Harrison, Mrs. Hammond, and Jackie Becker; County members present were Betty Kennedy, Robert Wuerthner, Sandra Culp and Mrs. Jeffries.

The minutes were read and approved. The bills were examined and approved.

Jackie Zorich moved and Jackie Becker seconded that nomination of officers be held in December with election of officers to be held in January.

The votes were tabulated for the election of officers and Robert Soderstrom was elected President and William Holt was elected Vice-President for 1973.

Vicky Airman, page, quit, so a discussion was held about finding a replacement. The guidance office at the high school has been contacted and Klea Beaman was commissioned to contact two young ladies also.

High bid for the bookmobile of \$1010.25 was accepted. Tillman's Service, 4520 W. 10th Street, Indianapolis, Indiana was high bidder.

Sandra Culp moved and Katherine Hammond seconded motion that we accept the bid. All approved.

All advertising bills are to be paid in full before distribution of money. One half of balance is to go to Newton County Library and one half to Rensselaer Library.

The meeting adjourned.

Jackie Becker, Secretary
Robert Soderstrom, President

RENSSELAER PUBLIC library
RENSSELAER, INDIANA 47978

March 5, 1973

The Rensselaer Public Library Board and the Jasper County Contractual Board met March 5 at 7:30 p.m. The following members were present: From the City - Robert Soderstrom, E. Harrison, Jackie Becker. The County members present were Betty Kennedy and R. Jeffries.

Bills were approved and paid.

The library will be closed for housecleaning the week of May 21st through 26th.

Janet Holbrook has been hired as a page.

The meeting was adjourned.

Jackie Becker, Secretary
Robert Soderstrom, President



Northway Products Company

1133 North Cullen Street, Rensselaer, Indiana 47978 / 219-866-5161

March 23, 1973

Rensselaer Library Board
Rensselaer, Indiana

Dear Fellow Boardmembers:

I am finding it increasingly difficult to attend the Board meetings so I am requesting Judge Kanne to appoint someone else to replace me upon the expiration of my term on April 1.

I would like to thank all of you for making my association with the Library a pleasant and worthwhile one.

I wish you all success in continuing to furnish the people of Rensselaer and Jasper County with good library services.

Cordially,

Robert D. Soderstrom

RDS/er

cc- Judge Michael Kanne

RENSSELAER **PUBLIC** library
RENSSELAER, INDIANA 47978

April 2, 1973

The Rensselaer Public Library Board and the Jasper County Contractual Board met April 2 at 7:30 p.m. The following members were present from the city: Becker, Hammond, Holt, Beaman, and Zorich. The County - Jeffries, Kennedy, Wuerthner.

The resignation of Robert Soderstrom was read and approved. The minutes were read and approved. The bills were approved.

Notice was given of a district meeting to be held May 9 at the University of Valparaiso.

Mrs. Hammond moved Polar Refrigeration be contacted concerning air conditioner for main library by Mr. Holt. Jackie Zorich seconded. Motion passed.

A discussion was held on the advisability of holding public meetings at the branch libraries.

Robert Wuerthner moved that branch libraries not be opened for public meetings because of limited facilities and lack of personnel. Mrs. Hammond seconded and motion passed.

Meeting adjourned.

Jackie Becker, Secretary
William Holt, President

RENSSELAER **PUBLIC** library
RENSSELAER, INDIANA 47978

May 7, 1973

The Rensselaer Public Library Board and the Jasper County Contractual Board met May 7.

City members present were Becker, Hammond, Zorich, Beaman, Holt, and Harrison. County members present were Culp and Kennedy.

Minutes were read and approved.

Back-up workers in the branch libraries are Phebe Klopp at Wheatfield and Bernice Schultz in Demotte.

Katherine Hammond moved we pay the monthly bills and Mr. Harrison seconded; the motion passed.

Mrs. Hammond was elected vice-president to fill out Mr. Holt's term.

May 29 a budget clinic was held at Knox.

August 20 is the first publication date for the budget.

After all bills were allowed for advertising the Rensselaer Library share from sale of the bookmobile was \$480.18 (to be spent on county facilities.)

The Board approved the sending of a letter to the county commissioners to uphold Lake County request for \$217.50 for services to the Blind and Handicapped in our County.

Meeting adjourned.

Jackie Becker, Secretary
William Holt, President

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

June 18, 1973
4:00 p.m.

The Rensselaer Public Library Board and the Jasper County Contractual Library Board met on June 18, 1973 at 4:00 p.m. Present were; City: Beaman, Harrison, Helvie and Holt; County: Culp and Kennedy.

Minutes of the May 7th meeting were read and approved. Mr. Harrison moved that the bills be allowed Mr. Helvie seconded the motion.

The Board approved a new price to be charged to the public for Xerox copies, the new price is \$.25 (twenty-five cents) per copy.

The Library Board agreed to purchase necessary paint for the DeMotte Branch from the Sale of the Bookmobile fund. The DeMotte Junior Women's Club will do the painting and the Branch will be closed during the painting.

The Wheatfield Branch's air conditioner is to be purchased from Sears for \$235.48 plus the cost of installation and wiring. The air conditioner to be paid for from LIRF monies.

Discussion followed on the revised policy submitted by Miss Brown. In #17, regarding travel expenses, the reimbursement of mileage was raised from \$.10 (ten cents) to \$.12 (twelve cents a mile. Mrs. Beaman made the motion it was seconded by Mr. Harrison. Further discussion and changes are scheduled for the next meeting.

The 1974 budget as submitted by Miss Brown was discussed but no action was taken. Further discussions are scheduled for the next meeting.

The July Board meeting will be held at 4:00 p.m. on Monday July 9, 1973.

Jacqueline Beckers: Secretary
William Holt: President

RENSSELAER PUBLIC library
RENSSELAER, INDIANA 47978

Board Members:

Next meeting July 9th at 4:00 p.m.

In this envelope you should have received (a) revision of budget in categories 2,3,5, and 6, (b) a letter from Mr. Holt, (c) minutes of the June 18th meeting, and (d) agenda for the July 9th meeting.

AGENDA

1. Minutes to be passed upon
2. Set date and time of next meeting (August 6)
3. Bills to be allowed
4. ALSA proposal
5. Discussion of library policy (these are changes in the revision)
 - A. V. Add to end of sentence: prior to action ✓
 - XVI. Suggested: Branch Library facilities after hours shall only be made open to the public if a responsible person designated by the Library supervised these functions at no expense to the Library.
 - XVII. Travel allowance 12¢ per mile ✓
 - XVIII. Should read: Expenses beyond those budgeted require advance board approval
 - B. Note changes in these numbers from old to revised policy:
V; VIII; XIII - This passed by board on March 13, 1972; XII
6. Discussion of Library Budget 1974
 - A. New budgets sent to board members. Please bring to meeting
 - B. Enclosed budget in amount of \$53,920.00; if library is to be included in budget freezes, we will have to cut down to 1973 figure of \$53,794.00 or auditor's figure, whichever is greater.
 - C. If we include a LIRF, budget would be more. However, we do need to keep building a reserve for major repairs and etc. - perhaps a city only LIRF

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

June 28, 1973

To

Members of Rensselaer Library Board
Members of Jasper County Contractual Library Board

From

William Holt, Acting Chairman, Rensselaer Library Board

Subject

Procedure in meetings of the Rensselaer Library Board

This is addressed to members of both library boards in the interest of expediting the conduct of library business at the monthly meetings of the Rensselaer Library Board. We expect to continue to encourage attendance at these meetings of the four county members of the Contractual Board and we will continue to ask their advice and opinion on matters pertaining to the branch libraries as well as to matters concerning the service extended by the Rensselaer Library to county residents. When formal action by the Contractual Board is required it should come in a meeting called by the president of that board and should be made a matter of record by the secretary. It may be feasible to conduct meetings of both boards on the same evening.

An agenda will be made up and mailed to board members preceeding each regular meeting of the Rensselaer Library Board. Suggestions for the agenda should be given to the Librarian at least seven days before the meeting date. Items of business not on the agenda will be deferred until the next meeting.

A list of the bills to be considered for approval will be sent with the agenda, if possible. Please bring both of these items to the meeting so that it will not be necessary to make extra copies.

RENSSELAER PUBLIC library
RENSSELAER, INDIANA 47978

July 9th, 1973
4:00 p.m.

The Rensselaer Public Library Board and the Jasper County Contractual Library Board met on July 9, 1973 at 4:00 p.m. Present were - City: Beaman, Becker, Hammond, Harrison, Helve, and Holt; County: Culp and Kennedy.

Minutes of the June 18th meeting were approved. Mrs. Hammond moved to accept the bills and Mrs. Beaman seconded. Motion passed.

A newly revised Library and Staff Policy was adopted at this meeting. Major changes from the old policy were in numbers 5, 8, 12, and 13. A copy of new policy is to be sent to each board member prior to the next meeting. It is advised that all old copies then be discarded.

The 1974 budget is frozen at the 1973 level of \$53,794.00. A lengthy discussion followed on the budget proposed for 1974. Staff pay for 1973 was \$30,224.00. Proposed for 1974 is \$31,285.00. That is an increase of \$1,061.00. The budget submitted by Miss Brown totaled \$53,920.00, which was \$126.00 too much. Mrs. Becker moved to accept the budget minus \$126.00, this money to be debted by Miss Brown, and subject to final board approval at the August meeting. Mr. Harrison seconded the motion. Motion carried. One nay vote from Mrs. Hammond.

A lengthy discussion was held regarding library hours and budgetary affects upon the hours. Miss Brown suggested cutting night hours beginning in the fall. Discussion at next meeting.

The next board meeting will be held at 7:00 p.m. on Monday, August 6th. This meeting is to deal primarily with the budget and obtaining the necessary signatures on the proper forms.

Jacqueline Becker Secretary
William Holt President

RENSSELAER PUBLIC library
RENSSELAER, INDIANA 47978

Board Members:

Next meeting August 6th - 7:00 p.m. - for the purpose of final acceptance and obtaining signatures of proper forms.

Contained in this envelope: a) copy of budget as amended and with recommended revision made; b) copy of the Library Staff Policy as adopted last meeting (please discard any old copies you have in your possession; c) copy of bills to be allowed; and d) copy of the minutes of July 9th meeting.

AGENDA

1. Minutes to be passed upon.
2. Bills to be allowed.
3. Next meeting date Wednesday, September 5th - Public Hearing on 1974 budget.
4. a) There are some personnel changes rapidly approaching that must be dealt with tonight. Cecilia Guillen has left our staff because her husband has been sent to Dyer by the Walgreen Company. Our staff situation is fine until the first of September. I've asked Eunice Yeoman to increase her hours from 20 to 32 hours per week. This increase will nearly cover the loss of hours if we plan to change our night hours in the fall.
b) Donell Bok, our children's librarian, will also be leaving by the end of September because of responsibilities at home. I need to start interviewing and taking applications by August 15th so that approval might be obtained at September 5th meeting.
5. Fall hours: Last meeting we discussed decreasing our night hours. According to Indiana Library Standards according to this population the number of hours open should be 45 to 60. At the present Fall schedule of 9:30 to 8:30 M T W Th F and 9:30 to 5:30 Saturday we are open 63 hours per week. My suggestion is that the library be open three nights per week, 9:30 to 8:30 M W F and 9:30 to 5:30 T Th S, for a total of 57 hours. Next summer there is no reason to be open on Tuesday nights until 8:30 when we average two patrons after 5:30. I suggest that during the summer we only be open on Friday night and perhaps closing early one or two days of the week to be more in line with the summer hours of other libraries in Indiana which are 30 to 50 hours per week in summer months.
6. Within the last week I've had two requests to use the Wheatfield Library facilities. Sacred Heart Church asked to use the building on Sunday mornings for instructions of 12 to 15-year-olds. The Justice of Peace Court of Wheatfield would also like to use the building on court nights. The building is owned by the Town of Wheatfield and is given to us rent free. Both are willing to make some kind of monetary reimbursement.

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

The libraries located in Wheatfield and DeMotte shall be available as a meeting room to responsible groups at a minimum charge of \$3.00 per meeting unless this sum proves insufficient. The building is being lent with the understanding that said group accept responsibility for any damages or loss. Should any damage or loss occur the group is responsible for the replacement of this item. All arrangements for the use of the facilities shall be made thru the Head Librarian, who shall designate a responsible person to open and close the building at the time of meeting.

Passed this 6th day of August 1973

RENSSELAER PUBLIC library

RENSSELAER, INDIANA 47978

August 6, 1973
7:00 p.m.

The Rensselaer Public Library Board and the Jasper County Contractual Library Board met on August 6, 1973 at 7:00 p.m. Present were - City: Becker, Hammond, Harrison, Helvie, and Holt; County: Culp and Jeffries.

Minutes of the July 9th meeting were approved. Mrs. Hammond moved to accept the bills and Mr. Harrison seconded. Motion carried.

The Public Hearing on the 1974 Library Budget will be held in conjunction with the next board meeting at 7:00 p.m. on Wednesday, September 5th.

Mrs. Becker moved that Miss Brown be given authority to make whatever personnel adjustments are needed because of the resignations of Cecilia Guillen, Donell Bok, and Leah Beaver. These adjustments are to be made considering the new fall hours of 9:30 a.m. to 8:30 p.m. Monday, Wednesday, and Friday and 9:30 a.m. to 5:30 p.m. Tuesday, Thursday, and Saturday. Motion was seconded by Mr. Helvie and carried.

Mrs. Hammond moved to make the branch libraries available as a meeting room to responsible groups at a minimum charge of \$3.00 per meeting, unless this sum proves insufficient, with the understanding that said groups accept responsibility for damages or loss. Mr. Harrison seconded this motion and motion carried.

The use of purchase orders was discussed.

Jacqueline Becker, Secretary
William J. Holt, President

AGENDA

Wednesday, September 5th., 7:00pm
Public Hearing on 1974 Budget

1. Minutes of August 6th. meeting to be passed upon.
2. Bills to be allowed to be passed upon.
3. Set date of October meeting - October 1st or 8th.
4. Art League would like to hold their art show in the Library the week of October 14th.
5. Thank you note to DeMotte Junior Women's Club, Gail Elsner-President- for painting the DeMotte Branch Library.
6. City LIRF- from certificates cashed earlier this year there is still \$512.80 left. Should we have some of the restroom repairs made, perhaps painting and tiling, or should we return this amount to C.D.'s?
7. We should make a mandatory retirement age part of the Library policy. I suggest we use 65 as the mandatory retirement age. We are like any business that must concern itself with maintaining an efficient and able staff to best serve our patrons. Other libraries and city and county offices have this sort of policy, so we are not out of line in this proposal. This could not be the policy concerning ~~Helen Scantlin and Ferne Fenwick~~, since they are both past age 65. These two people should be allowed to continue in their positions as long as they are able to perform their duties.
8. Recommendations regarding personnel: a Children's Librarian (my recommendations are checked)
 - * 1. Helen Pettet (Mrs. Roger)
 - * 2. Susan Healey (Mrs. Denny)
 3. Cheryl Hanks (Mrs. Paul)
 4. Marjean Ogle (Mrs. William)
 5. Jeannie Phillips (Mrs. Paul)
 6. Margaret Gilbert (Mrs. Joseph, Sr.)
 7. Nancy Nagel
 8. Mary Barbara Yeoman
 9. Anita Bourret (Mrs. Al Newman) to be married soon.
- B. A page to replace Leah Beaver (recommendation checked)
 1. Doris Jackson
 - * 2. Cindy Rogers (daughter of Max Rogers)school may send some more young women before Wednesday evening.

September 5, 1973
7:00 P.M.

The Rensselaer Public Library Board and the Jasper County Contractual Library Board met on September 5, 1973 at 7:00 p.m. Present were: City: Becker, Hammond, Harrison and Zorich. County; Culp, Jeffries and Wuerthner.

This meeting was held as the Public Hearing on the 1974 Library Budget, since no citizens of the city or county were present to discuss that budget, the regular monthly meeting was held. Mrs. Hammond, Vice-President, served as Chairwoman in the absence of Mr. Holt.

The minutes of the August 6th. meeting were approved. Mr. Harrison moved that the August bills be allowed; the motion was seconded by Mrs. Becker and motion carried.

Next Board meeting is to be held on October 8th. at 7:30 p.m.

The Art League will hold their Art Show in the Library during the week of October 14th.

There is to be an investigation of prices for restroom repairs. Painting, lighting, tile or paint or carpet for floor are all to be considered. A final decision on this project will be made at the October meeting.

Concerning a mandatory retirement age of 65 suggested by Miss Brown. Mrs. Zorich moved that all library employees be reviewed on a yearly basis after reaching age 65. The review is to include work abilities, physical performance and mental attitudes and will be a joint effort of the Trustees and the Librarian. Motion seconded by Mr. Harrison. Vote taken: Mr. Harrison opposed; Motion carried.

Mrs. Becker made the motion to accept the recommendations of Miss Brown to hire Mrs. Helen Pettet as Children's Librarian and

Miss Cindy Rogers as page in the Children's Room. Mrs. Zorich
seconded the motion. Motion carried

Meeting adjourned, to reconvene October 8th.

Jacqueline Becker

Secretary

William Holt: President

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

Agenda: Monday, October 8, 1973 - 7:30 p.m.

1. Minutes of September 5 meeting to be passed upon.
2. Bills to be allowed.
3. Next meeting scheduled for November 5, 7:30 p.m.
4. Jasper County Tax Adjustment Board passed 1974 budget on September 10.
5. For discussion - the use of purchase orders to begin January 1, 1974.
6. Restroom repairs - Estimate of \$95.00 from Richard Scheurich for painting the downstairs restroom, including floor and touching up around new sink in bathroom upstairs. The tile poses problems because the humidity may cause non sticking. Carpet seems impractical because of damages that may occur.
7. At the last meeting the Board passed the policy that after the age of 65 years employees are subject to yearly reviews. Since this is to be a joint effort of the Trustees and myself, will the Board establish a committee of Trustees to work on this or do I submit my recommendations to full Board? When should first reports be due?
8. It is policy to set up 1974 holidays in October of 1973. There are nine paid holidays plus Noon to 3 p.m. on Good Friday: New Years Day, Washington's Birthday, Memorial Day, July 4, Labor Day, Veteran's Day, Thanksgiving, $\frac{1}{2}$ day on Christmas Eve, Christmas Day, and $\frac{1}{2}$ day New Year's Eve.
9. Alicia Moore's parents have requested that she terminate employment at the Library as of October 10. She is carrying a full academic load and is involved in many activities. Her parents are afraid that her schoolwork will suffer.
10. Art League Show - October 15-20 at the Library.
11. Jaycees are considering sponsoring an evening Story Hour and would like Board approval to go ahead with their plan if they can get necessary membership help. They would like to use our facilities but this would not involve our personnel.
12. A painting, Renoir's Landscape Near Paris, and several books have been given in the name of 'Sky' Robinson as memorials.

October 8, 1973

The Rensselaer Public Library Board and the Jasper County Contractual Library Board met on October 8, 1973 at 7:30 pm.

Present were:

City- Beaman, Becker, Hammond, Harrison, Helvie,
Holt and Zorich.

County- Culp, Jeffries, Kennedy and Wuerthner.

The minutes of the September 5th meeting were approved.

Bills were allowed. Motion by Mr. Harrison and seconded by Mrs. Beaman.

Purchase orders will again be used by this Library, beginning January 1, 1974. Motion by Mrs. Zorich and seconded by Mrs. Hammond.

The restroom repair bid by Richard Scheurich was accepted. The bid of \$95.00 includes a touch-up around the new sink in the upstairs restroom, repainting entire restroom downstairs with a double coat and the painting the floor of that restroom.

Employee reviews which were passed at the September meeting were clarified. These reviews will be held at budget planning time.

Cindy Stath will be hired as a page to replace Alicia Moore who's resignation is effective October 10th.

The Board also approved a raise of \$.25 per hour to the pages beginning January 1, 1974. This will mean that the pages will receive \$1.25 per hour.

Meeting adjourned.

Jaqueline Becker; Secy.

William Holt: Pres.

Board Action;

1. Minutes of October 8 meeting.
2. Bills to be allowed
3. Nominations for 1974 officers (Elections to be held at December meeting- new officers to take office at January meeting.)

Announcements;

1. Next meeting December 3, 1973 at 7:30pm.
2. Mrs. Mable Hankey (Carl) has been appointed by the Mayor's office to fill out the unexpired term of Mrs. Hammond.
3. State Tax Board action;

1974 County budget;

Requested	\$.06	\$25,261.00
Recieved	\$.05 $\frac{1}{2}$	\$23,156.00
Freeze	\$	\$23,830.00
Needed		\$23,801.00

- \$645.00

1974 City Budget;

Requested	\$.16	\$14,415.00
Recieved		\$14,415.00
Freeze		\$17,801.00
Needed		\$14,699.00

cut operating balance from \$11,000.00 to \$10,428.00.

4. Eunice Yeoman's daughter Tama was severely injured in an accident in Indianapolis on October 11. October 25 they removed her right leg just below the knee. She is getting along as well as can be expected.
5. I will be gone Nov. 9 thru 12 for my brother's wedding. Eunice Yeoman will be in charge while I am gone.

November 5, 1973
7:30 pm

The Rensselaer City Library Board and the Jasper County Contractual Library Board met at 7:30 pm on Monday, November 5, 1973.

Minutes of the October 8th meeting were approved.

November bills were allowed. The motion to accept was made by Mrs. Beaman and seconded by Mr. Helvie.

Miss Brown will present a detailed accounting of the Xerox account at the December meeting. At that time a descion will be reached as to whether to keep the machine or ask the company to remove it.

Nominations for the 1974 officers were made:

City Board:	President	Richard Helvie
	VicePresident	Emory Harrison
	Secretary	Jacqueline Becker
	Treasurer	Mable Hankey
		Klea Beaman (ask that her name be withdrawn)

County Board members read into the minutes their slate of officers for 1974

President	Robert Wuerthner
Sec.-Treasurer	Betty Kennedy

Election of the officers will be held by ballot, to be mailed with the minutes and the agenda for the December 3rd meeting.

The following resignations were submitted:

Mrs. Kathryn Hammond resigned effective November 1, 1973 as a board member. Mrs. Mable Hankey was appointed by the Mayor's office to replace Mrs. Hammond.

Miss Ferne Fenwick resigned effective November 30, 1973 as bookkeeper. Miss Brown interview qualified persons for this postion.

Next meeting date is December 3rd at 7:30pm.

Jacqueline Becker, Secretary
William J. Holt, President

Mrs. Maurice J. Hammond
211 W. Grace St. • Rensselaer, Indiana

October 9, 1973

Dear Friends,

I have submitted my resignation this day to the Rensselaer City Council, to be effective November 1, 1973.

We anticipate a busy winter and I have served the library in some capacity for 47 years. I was on the staff for 13 of those years as children's librarian (twice), assistant librarian and acting librarian. During the remaining 34 years have been on the board four or five times.

The library has always been and shall continue to be of primary interest to me.

Wishing you pleasant and good trusteeship,

Most sincerely,

Kathryn H.

Gensselaer, Indiana
November 5, 1973

Trustees
Gensselaer Public Library

I am resigning as bookkeeper,
effective November 30, 1973.

My records are in order
and I have written to the State
Board of accounts to audit my
books for 1972 and through
November 30, 1973.

I wish to thank you for
your kindness and loyal support
through the 9 years I have worked
for the library.

Sincerely,
Ferne Fenwick

November 26, 1973
7:30pm

A special meeting of the Rensselaer City Library Board was held to hire a bookkeeper effective December 1, 1973,

Present were: Beaman, Becker, Hankey, Harrison, Holt and Zorich.

Miss Brown recommended to the Board that Martha Daugherty be hired as bookkeeper. Mrs. Becker moved to accept that recommendation and Mrs. Hankey seconded the motion. The motion was passed unanimously.

Mrs. Zorich resigned as Treasurer of the Board effective November 30, 1973 in order that only one audit be necessary by the State Board of Accounts. Mrs. Hankey has accepted the duties of Treasurer beginning December 1, 1973.

Jacqueline Becker, Secretary
William J. Holt, President

NOVEMBER 26, 1973

LIBRARY TRUSTEES OF RENSSELAER PUBLIC LIBRARY

MEMBERS:

SINCE OUR STATE BOARD OF ACCOUNTANTS ARE GOING TO AUDIT OUR BOOKKEEPERS AND TREASURER'S BOOKS ON OR A FEW DAYS LATER THEN NOVEMBER 30, 1973, I FEEL THAT IT IS ONLY RIGHT FOR ME TO CONCLUDE MY TERM OF TREASURER AS OF NOVEMBER 30, 1973. THIS WILL SAVE ANOTHER AUDIT IN SUCH A SHORT TIME----- DECEMBER 31, 1973, WHEN MY TERM OF OFFICE EXPIRES. AFTER THE AUDITORS HAVE APPROVED OUR BOOKS I SHALL TURN THE LOCK BOX KEYS OVER TO THE NEW TREASURER OR WHOEVER IS DESIGNATED.

JACQUELINE D. ZORICH

TREASURER

AGENDA

Monday, December 3, 1973

7:30 pm

BOARD ACTION

1. Minutes of November 5 and November 26 meetings to be approved
2. Bills to be allowed
3. Election of officers for 1974 (ballot attached to the bottom of this page please check your vote or write in a name detach and present to Mrs. Becker at the meeting for recording--if you are unable to attend the meeting please mail or return to the Library before 3 pm Monday)
4. Complete bill from Xerox to date is on Bills to be allowed sheet
5. It is necessary for the Board to make a motion to make all necessary transfers of accounts--in the past this has been done at the January meeting but the State Board of Accounts has made it clear that this transfer has to be made before Dec. 31. Earl Miller explained that the easiest way to do this is to make a blanket transfer and then itemize the transfers at the January meeting.

BALLOT

CITY

President	Richard Helvie
Vice Pres	Emory Harrison
Secretary	Jacqueline Becker
Treasurer	Mable Hankey

COUNTY

President	Robt. Wuerthner
Sec-Treas	Betty Kennedy

December 3, 1973
7:30 p.m.

The Rensselaer City Library Board and the Jasper County Contractual Library Board met at 7:30 p.m. on Monday December 3, 1973. Present were; City - Beaman, Becker, Hankey, Harrison, Helvie and Holt. County - Culp and Wuerthner.

Minutes of the November 5 meeting and the November 26 special meeting were approved.

Bills were approved; motion made by Mr. Harrison and seconded by Mr. Helvie.

Discussion was held on the Xerox machine and the outstanding bill that the Library has at present. The machine is to be removed and payment made from the 1974 budget. If there is a great need for a copier, the Board will consider another machine in the future.

The City and County states of officers were elected;

CITY - President.....	Richard Helvie
Vice President.....	Emory Harrison
Secretary.....	Jacqueline Becker
Treasurer.....	Mabel Hankey
COUNTY - President.....	Robert Wuerthner
Secretary/Treasurer..	Betty Kennedy

After payment of utilities, bills approved at this meeting and salaries, all necessary transfers of accounts are to be made wherever necessary and itemized for the Board at the January meeting. Motion made by Mrs. Hankey and seconded by Mr. Helvie.

Mr. Helvie asked that the following resolution be added to the minutes. All present approved. Resolution: We the members of the Library Boards wish to commend and thank Sandra Culp and William Holt for their long service to the Library. (Both members are leaving effective December 31st. Replacements have not been named at this time.)

Next meeting is scheduled for January 7, 1974 at 7:30 pm.

Meeting adjourned.

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS

RENSSELAER, INDIANA 47978

1973 List of Transfers

Ledger Entries

Transfer \$1000.00 from #56 to Improvement Reserve
to Library Improvement Reserve

Transfer No. 12 Salary of Assistants to No. 14
Other Compensation for \$171.61 *171.61*

Transfer No. 22 Heat, Light and Power to Printing
And Advertising No. 23 *29.82*

Transfer No. 32 Library Supplies to No. 32a Janitor
Supplies *46.48*

Transfer Rent to No. 55 Employees Contribution Fund
20.05

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

AGENDA January 7, 1974 7:30pm

1. Introduction of new members

County-Mrs. Judy Stevens
City -Mr. Ralph Smith

2. Minutes to be approved.

3. Bills to be allowed.

4. Martha Daugherty wages.

5. I am asking that in the future if you are unable to attend the regular meetings that you call in advance. This could save unnecessary trips especially by county members if a quorum can not be reached.

6. Somethings to think ahead to:

- a. getting the Library on the Revenue Sharing list for the future
- b. easier entrance for older people who can not make the steps
- c. outside book deposit
- d. painting or paneling of upstairs walls
- e. new card catalog for upstairs (this might be a good project to do with the money left to the Library by 'Sky' Robinson

7. New business.

XEROX

Mr. Helms.
This is the plan we would like to convert you to. If that's agreeable please sign the yellow copy enclosed. We will be calling you this week. We only have until 1-7-73. Thank you again for your time and consideration.
Sincerely,
Jiff Wolfe

REPLY TO:
2100 SIDLEY BOULEVARD
SUMMIT CITY
ILLINOIS 60401

Dear Sir:

Xerox would like to install a coin-copier in your business. You will receive \$30.00 per month for the first four months (a guarantee of \$120.00). Then, you will receive 30% to 50% of the revenue thereafter.

Total Monthly Volume

Host Payment/Copy

0 to 3,000	3¢
3,001 to 5,000	4¢
5,001 and above	5¢

There are no charges to you. The vend cost per copy is 10¢; however, with the by-pass key, your management may make copies for 7¢. Conveniently, this unit will provide change from a quarter. Under this program your only attention will be to drop a 500 sheet ream of legal size paper into the unit when the need exists, clear minor paper jams if any occur, and collect the coins. Xerox engineers the simple installation, provides all service, all supplies and installs a normal plug if one does not exist wherever you choose to locate the copier. As an additional advantage, Xerox made this 110 volt unit instant-on so it could not consume electricity while awaiting use.

Xerox assumes responsibility for loss or customer damage to this equipment.

Surely you will agree with Xerox that this program will provide an additional service to your customers, meaning additional revenue to your business.

Sincerely,

Jiff Wolfe

~~David Barenberg~~

Coin-Op Representative

Telephone: 325-2440

DE:k

Note: Your new Sales Representative will be Mike Roberts. Please address your inquiries and correspondence to him as of 1-1-74.
Thank you
Jiff Wolfe

COED
NUMBER
HERE _____

XEROX

LICENSE TO OPERATE

XEROX Coin-Operated Copier

CONVERSION FROM REGULAR TO CONS. C.O.

Host agrees to grant the Information Systems Group of XEROX Corporation a license to operate a coin-operated copier at the location shown below, subject to the terms and conditions contained herein and on the reverse side and in XEROX Corporation's published Shared Service Plan Host Payment Schedule effective date _____ as revised from time to time. Host hereby acknowledges receipt of above referenced schedule.

HOST NAME & STATEMENT ADDRESS

EQUIPMENT LOCATION

RENSSELAER PUBLIC LIBRARY
RENSSELAER INDIANA
47978

SAME

This agreement may be canceled by either party upon thirty (30) days written notice provided that the equipment has been in place for a minimum of 120 days on the effective date of cancellation.

Equipment Purchase Order Required: ☐ Yes ☒ No, if Yes complete below:

Equipment Purchase Order No.: _____ From / / To / /

XEROX Salesman M. ROBERTS & J. Wolfe Employee # _____ Date _____

Host Signature

XEROX Corporation Acceptance

By X _____

By _____

Title _____

Title _____

Date _____

Date _____

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

January 7, 1974
7:30 p.m.

Members present: City: Beaman, Becker, Hankey, and Helvie
County: Jeffries

Minutes of the December 3, 1973, meeting were approved.

Mrs. Beaman moved that the bills totaling \$1820.83 be approved. Mrs. Hankey seconded the motion. Motion passed.

A decision on Martha Daugherty's wage as bookkeeper will be deferred until the February meeting.

Discussion was held on # 6 on the Agenda things to think ahead to: The Board agreed that if possible the Library should try to get on Revenue Sharing plan. The outside Book Deposit possibilities are to be looked into soon. Also discussed was painting the walls of the Library as they are very dirty looking.

New business also discussed included:

- a. Installing peg board between the two windows on the east wall upstairs for hanging Friends of the Library prints.
- b. The following transfers were made in December 1973 as authorized at the December 3, 1973, meeting.
 1. Transfer \$1000.00 from # 56 Improvement Reserve to Library Improvement Reserve.
 2. Transfer \$171.61 from # 12 Salary of Assistants to # 14 Other Compensations.
 3. Transfer \$29.82 from # 22 Heat, Light and Power to # 23 Printing and Advertising.
 4. Transfer \$46.48 from # 32 Library Supplies to # 32a Janitor Supplies.
 5. Transfer \$20.05 from # 52 Rent to # 55 Employee Contribution Fund.
- c. Next meeting February 4, 1974, at 7:30 p.m. Miss Brown asked again that is Board members are unable to attend a meeting they should call in advance. Only one member of the six absent at this meeting called in advance.
- d. Monthly staff meetings were discussed. The Library Board recommends that regular staff meetings be conducted at the discretion of the Librarian, prior to or after regular Library hours. The Library Board feels that regular attendance by the staff is necessary.
- e. The Xerox Corporation has offered to convert the 914 presently in the Library to coin operated and pay the Library \$30.00 per month for a minimum of four months to keep the copier. By general agreement the Board has authorized Miss Brown to accept the Xerox Corporation offer as per attached letter and contract.

Respectfully submitted,
Jacqueline Becker, secretary
Richard L. Helvie, President

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

AGENDA

FEBRUARY 4, 1974

7:30 pm

Minutes of the January 7 meeting to be approved.

Bills totaling \$2,752.25 to be approved. This includes a bill for \$224.63 to the Xerox Corp. out of Budget item #253, outstanding bill \$494.63.

Introduction of new members: Mrs. Judy Stevens and Mr. Ralph Smith

Wages for new bookkeeper Martha Daugherty.

Sigma Phi Gama sorority painted our desk and chairs in the Children's Room, a Thank You note has been sent to the group.

Mrs. Becker suggested a breakdown of Xerox money	1972	
(without going into cents)	taken in	414.00
	bills	724.00
	-	<u>310.00</u>
	1973	
	taken in	553.00
	bills	737.00
	-	<u>184.00</u>
		<u>- 494.00</u>

Report on coin-op machine.

New services: Games on a checkout basis to adults. People that have tired of some of the games they have at home might be persuaded to help by donating these games.

I am asking again that if you are unable to attend the meeting please call in advance.

New business.

RENSSELAER PUBLIC library
RENSSELAER, INDIANA 47978

February 4, 1974
Monday 7:30 p.m.

Members present:

City: Beaman, Becker, Hankey, Harrison, Helvie, and Smith
County: Kennedy, Stevens, and Wuerthner
Miss Brown was not in attendance because of illness.

Introduction of new members:

Ralph Smith - City
Judy Stevens - County

Minutes of the January 7 meeting read and approved.

Mrs. Beaman moved and Mr. Harrison seconded that the bills totaling \$2,752.25 be approved for payment. Motion passed.

Report of Revenue Sharing: John Moore reported that all funds have been earmarked for the next five years. The Library will seek to be put on the list for future funds.

Mr. Wuerthner moved and Mrs. Hankey seconded the motion that Martha Daugherty be paid \$5.00 per hour to do the Library's bookkeeping. Motion passed.

Sorrowful Mother Church of Wheatfield presented a check for \$110.00 to the Library for the use of the Wheatfield building as a meeting place.

February 19 is the first anniversary of the opening of the Wheatfield Library.

New services: The question of having games for checkout to adults has been deferred until next meeting.

March 4, 1974, will be the next meeting.

AGENDA

March 4, 1974

1. Minutes of February 4, 1974 meeting
2. Bills to be allowed
3. Report by Mrs. Hankey on lock box contents: certificates of deposit 1972-1974 dispersment of these funds.
4. Games as check-out materials.
5. New bookkeeping method required by State Board of Accounts- primarily changes in County records; bank account to be opened and checks to be printed, etc.
6. Old business that should be in minutes; (a) Sigma Phi Gamma Sorority painted tables & chairs; (b) as of yet the Xerox machine has not been converted to coin-op and no explanation has yet been given by Xerox Corp. despite my letters and phone calls; (c) on last months agenda: 1972 bills- \$724.00, reciepts- \$414.00. 1973 bills-\$737.00, reciepts- \$553.00. This shows a deficit of \$184.00 for 1972 and \$494.00 for 1973. (d) Mrs. Hankey asked what \$301.50 to U. S. History Society represented. This was also in the folder of bills at last meeting; this money was for three (3) sets of "People Who Made America" biographical encyclopedias, 21 vol. each set, each library receiving a complete set.
7. Discussion of materials presented: (a) insurance. (b) keys to lock box. (c) cash flow sheets. (d) employees and job descriptions. (e) revenue sharing letter. (f) public Library standards.
8. Please consider for future action: (a) changing meeting nite from Monday to Tuesday or Thursday; complications will be less without patrons in room. (b) changing Summer hours: In 1973 Library was open 9:30 to 5:30 M,W,Th,S., and 9:30 to 8:30 on T & F. for a total of 54 hours. Proposal for 1974 is: 9:00 to 5:00 on M,T,W,Th,S and 9:00 to 8:00 on F for a total of 51 hours.
9. Judge Kanne's appointment of a new City Board member, post presently held by Emory Harrison, has not been made as of February 26, 1974.
10. Area Library Service Authority has been established for District I, this first year is not going to cost the taxpayers directly, it is a federal and state funded test project. More explanation of this service that will be provided at the meeting. The ALSA project has been under discussion since the fall of 1972 and has been brought up to this Board before, however at that time the idea was voted down because it was not known if state and federal funds would be available as a funding method.

March 4, 1974
7:30 pm

Members present were: Beaman, Becker, Hankey, Helvie and Smith. Also present was Mr. Emory Harrison, now past member.

Minutes were read and approved.

Bills totaling \$1793.10 for February were approved, so moved by Mr. Smith and Mrs. Becker seconded the motion.

Mrs. Hankey reported on the contents of the lock box at State Bank; there is \$1000.00 Certificate of Deposit purchased 11/5/71 from State Bank, as of January 1, 1974 the value is \$1146.13. Also in the box is a \$4000.00 Certificate of Deposit purchased 1/14/72 from the Farmers and Merchants Bank, as of January 1, 1974 the value is \$4339.15. Also in the lock box are four letters of authorization to purchase treasury bills, these date back to the time the Library was under the City Government. Mrs. Hankey moved to purchase a \$1000.00 Certificate of Deposit from the State Bank with the funds available from the LIRF for 1973. Mrs. Beaman seconded and the motion passed. One key to the lock box will be kept by the Treasurer and one key will be kept in the custody of the Librarian. Also to be put in the lock box is the original of the insurance policy and a photo copy to be put in the files at the Library.

Miss Brown is to obtain an estimate for painting the Library primarily the main floor and stairways.

Miss Brown mentioned that six evergreens in front of the building need to be cut down. Several suggestions were made as to the methods.

If cooperation is available, games and puzzles will be made available for check-out for adults only, beginning National Library

week which is April 21 thru 27.

State Board of Accounts is now requiring a seperate set of books for each taxing unit, therefore the books are now set up seperately as Rensselaer and Jasper County. Since this is required by the State Board of Accounts, it is being done.

Sigma Phi Gamma sorority has been thanked for painting the tables and chairs in the Children's Room.

The coin-op conversion to the Xerox machine will be done Thursday March 7.

Staff meeting are bing held regualrly on the second Monday of each month at 8:00 am, unless otherwise called by Miss Brown.

Summer hours were established: 9:00 am to 5:00 pm Monday, Tuesday, Wednesday and Thursday; 9:00am to 8:00pm Friday and 9:00am to 3:00pm on Saturday. Mrs. Beaman moved that these hours be observed and Mrs. Becker seconded the motion: motion passed. These hours will be observed commencing June 3 thru approximately Labor Day week. The Library will be closed May 27 (Memorial Day) thru June 2 for spring cleaning.

Dave Hoover, an instructor at St. Joseph's College, has been appointed to fill the trusteeship formerly held by Mr. Emory Harrison. The Board gratefully acknowledges Mr. Harrison's services as a member the past severla years.

Area Library Service Authority has been established for District I, this includes Jasper County, as a pilot project to be funded by Federal and State funds. The Interlibrary Loan and Reverence Referral Service will mean that any resident can obtain materials from any of the contracting libraries with the system within 24 to 48 hours. The Continuing Education Service for the first year will consist primarily of workshops on the

operation of ALSA. Each contracting Library shall appoint a member to the Board of Directors of the ALSA. The Board consented to accept the contract with ALSA: it was then signed. The appointment to the Board of Directors was not made at this meeting.

The Board also agreed to accept a \$5.00 donation in exchange for a print from Rev. Wayne Smith.

Meeting adjourned.

Jacqueline Becker: Secretary

Richard L. Helvie: President

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

March 26, 1974

1. Minutes
2. Bills to be allowed.
3. Introduction of newest member Mr. David Hoover.
4. 'Sky' Robinson estate final settlement Tuesday April 9 at Jasper County Circuit Court-someone from the Board should attend with me.
5. District 1 Library meeting will be held Tuesday April 30, in the past the Library has been closed all day (also DeMotte or Wheatfield) so that all staff members may attend. This year our Library has been asked to participate in the presentation of one of the several workshops for the day. Sharon Schulenberg will present some of her art work and mobiles as part of a workshop on art work and its performance in the Library to attract attention to the Library and its programs. Board members are encouraged to attend as this is a joint ILA-ILTA-LTR venture. The meeting will be held at Wellman's in Valparaiso as of yet no time has been announced. The expenses from this meeting, including tickets and mileage, are paid out of the budget item #214. If you would like to attend please let me know and I will call you as soon as time and travel arrangements are made.
6. Richard Schuerich's estimate for the painting should be in by meeting time-but he said there are six places that need replastering before he can paint I've called Jim Walters but to date he has not been here.
7. With Mr. Harrison's term expiring we are left without a Vice President one should be elected tonight.
8. Contractual members signatures are needed on the NIALSA contract which was passed last meeting by the Rensselaer Board. It is advisable that both systems be members of this service. Also a member should be appointed to the governing body of NIALSA, it can be either a Board member or Librarian.
9. Cindy Rogers' father has been transferred and we need a new page to replace her as soon as possible. I will make my recommendations at the meeting.
10. Xerox Corp. has not installed our coin-op machine as of this date. Our purpose in converting to the coin-op was to rid ourselves of the rearage charge this is still being charged. I have written six letters and made three phone calls to no avail. I think a strong letter from the Board with a deadline for conversion to coin-op or removal of the machine is the only way to handle this matter now.
11. Plans for National Library Week in more detail at meeting.
12. I will be gone April 2 to South Bend for Certification and April 18 & 19 to a wedding in Wisconsin.
13. New Business.

April 1, 1974
7:30 p.m.

Members present: City - Beaman, Becker, Helvie and Hoover. County - Jeffries, Stevens and Wuerthner.

Minutes of the March 4 meeting were read and approved. Bills in the amount of \$487.97 were allowed.

Mrs. Beaman will attend the Final Settlement Hearing of the "Sky" Robinson estate with Miss Brown on April 9th. at County Circuit Court if a representative from the Library is asked to be present.

District I Library meeting will be held at Valporaíso on April 30. All Board members who wish to attend are to notify Miss Brown by noon April 9. The Library Staff will attend this meeting and the Libraries will be closed at Rensselaer and DeMotte.

A painting estimate for the main floor, stairway and entry was submitted by Richard Schuerich in the amount of \$640.00. Mrs. Beaman moved that this bid be accepted; the motion was seconded by Mrs. Becker and carried.

Mrs. Beaman moved and Mr. Hoover seconded a motion to accept George Cover's bid of \$62.28 to install pegboard on the east wall of the Main Floor. The motion carried.

Mr. Smith was elected by acclamation to the office of Vice-President.

Mr. Hoover moved to accept Miss Brown's recommendation to employ Cheri Barnett as our new Page. Mrs. Beaman seconded and the motion carried.

Mr. Helvie is to contact the Xerox Corporation regarding our coin-operated machine. The machine has not been converted as per contract signed at the January meeting.

A variety of lectures and programs are already scheduled or in the planning stages for National Library Week, April 21 - 29. A bike safety & maintenance lecture will be given jointly by Tom Brusnahan and Police Dept. on Wednesday, April 24. Special Story Hours will be held to entertain the children while mothers participate in craft workshops and a Metric Conversion workshop which are still in the planning stages. Special items for the week include our new aquarium donated by Mrs. Isabella Anderson, Friends of the Library's new prints, new books and the first check-out of our games and puzzles.

Also under discussion were methods of obtaining long overdue books from patrons. These items are becoming increasingly difficult to recover.

The NIALSA contract was passed and signed by the County members present and Mr. Hoover and will now be sent to NIALSA President Mrs. Ruth Berg of Crown Point.

Mr. Helvie and Mr. Wuerthner as representatives of the two boards signed new contract for services; copy attached.

Meeting was adjourned; the next meeting is scheduled for May 6 at 7:30pm.

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

AGENDA FOR MEETING May 6, 1974

1. Minutes of April 1 meeting.
2. Bills to be allowed.
3. Financial report.
4. Budget Clinic - Fowler - May 23 at 9:30 a.m.
5. Report: District Meeting on April 30
National Library Week - April 21 thru 27.
6. Graduate studies plans: I will be taking one class this summer at Purdue. This will entail every afternoon from Noon until 5 p.m. July 1 thru 19. This schedule was least disruptive to work here.
7. We have received a check for \$2500.00 from the estate of "Sky" Robinson. What do we want to do with it?
8. Northway has gone out of the Library furniture line and has donated their entire remaining stock to us. A Thank You letter has been sent to Bob Soderstrom, former Board member, from the Library. We received a 25 drawer catalog (Wheatfield); a complete desk unit (Children's Room); two sections of free standing shelves and a study carrol (shich will be worked in upstairs during the next month or so.)
9. During the summer would 7:00 p.m. be better than 7:30 p.m. for meeting time?
10. Finally a plasterer gave an estimate. Jim Walter's estimate \$395.50. He wants to schelule for May 28th. while we're closed because of the mess.
11. Enclosed is first rough draft of budget - 1975. BRING YOUR 1974 BUDGET TO COMPARE. PLEASE NOTE THESE ITEMS:
 - a) #11 Pam's salary is nearly a 10% increase. I feel justified in requesting this because I consider I should be receiving at least the same pay as a teacher with same education and years experience.
 - b) Ethel Yoder usually gets the raise in September that everyone else gets in January (this involves extra time and book-keeping). I would like the Board to specify that Mrs. Yoder's raise come in January like all other staff members.
 - c) Under Services Contractual: 1974 - TWX will not be necessary now that ALSA has been adopted. I did, however, leave \$250 in Xerox to help pay for our copies.
 - d) Also note the increases in #72 and #73.
 - e) Recommended: that Temporary Help at Branches be paid \$65.00 per week when they work full weeks and \$1.75 per hour on Mrs. Yoder's sick days.
 - f) Cut in Rensselaer Temporary Help. Can be off-set of my salary should I go to Graduate School on full or part-time basis next summer.

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

Minutes of May 6 Board Meeting - 7:30 p.m.

Members present: City; Becker, Hankey, Hoover and Smith.
County: Kennedy

Mr. Smith, Vice-President conducted the meeting in the absence of Mr. Helvie.

Minutes were approved as read.

Bills amounting to \$992.31 were allowed. Motion made by Mr. Hoover and seconded by Mrs. Hankey.

Financial reports were distributed and discussed.

Miss Brown announced that a Budget Clinic will be held at Fowler on May 23 at 9:30 a.m. Miss Brown, Mrs. Daugherty (bookkeeper) and Mr. Smith will attend.

Miss Brown gave reports on the District Meeting held at Valpariso on April 30 and National Library Week, April 21-27. The co-operation on publicity for National Library Week was poor.

Miss Brown reported the Xerox machine was converted to coin-op on April 2, and George Cover installed the pegboard on April 3. Pam will be taking Graduate courses July 1 thru 19, and will be gone from noon to 5:00 p.m. and will make up time on Saturdays and with evening work.

The Rensselaer Public Library has recieved a check for \$2500.00 from the estate of "Sky" Robinson. No decision was reached on a way to spend these funds.

Northway has gone out of the Library furniture line and has donated their entire remaining stock to the Library.

Mr. Hoover moved we accept a bid of \$395.50 for plaster repairs submitted by Jim Walter: Mrs. Becker seconded the motion.

Miss Brown presented the first rough draft of the 1975 budget. the budget must remain within the limits of \$53,794.00.

Miss Brown has been named the representative from our Boards to the NIALSA.

Miss Brown will present the personel evaluation next month in compliance with Library-Staff Policy XXIV as amended September 5, 1973.

Staff vacation schedules include June 5,6,7 (1973 vacation) and the week of June 9-15 (one week of 3 week 1974 vacation.)

The Library has recieved another offer to purchase one of our prints. The Board asked that this be submitted in writing before any decision was reached.

Miss Brown will mail to the Board members a 5 year comparison of budget and actual expenses (1970 thru Proposed 1975). She will also present a five year comparison of circulation at the next meeting.

Meeting adjourned

Jacqueline Becker: Secretary
Ralph Smith: Vice-President

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

AGENDA FOR MEETING - June 3, 1974 - 7:30 p.m.

1. Minutes of May 6, 1974 meeting.
2. Bills to be allowed.
3. Financial report.
4. Report on Budget Clinic.
5. Budget Schedule: At the August 5th. meeting minimal approval must be given to budget and signatures must be on forms no later than August 10th., because the budget must be published twice; once before August 19th. and before August 26th. The Public Hearing on the Budget must be held before September 6. (Since this is also the time for regular monthly meeting I would suggest Wednesday or Thursday, Sept. 4 or 5.) the Budget must be filed with the County Auditor by NOON September 7.
6. Comparison of Budgets over a five year period.
7. Comparison of circulation figures.
8. Helen Scantlin evaluation.
9. Martha Daugherty's bid on print.
10. Reports: plastering completed May 29.
cleaning completed June 1.
11. Items now in red carpeted room should be gotten rid of one way or another(except long table and file). We do not use these items and they are really in the way.
12. New Business

This is a condensed agenda because we are busy cleaning: there will be other things to be brought up at the meeting.

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

Jasper County Library Board Meeting - June 3, 1974 @ 7:30 p.m.

Members present were: City - Helvie, Becker, Hankey, Hoover,
Beaman, Smith, Brown.

County - Jeffries

Minutes were read and approved as presented: Motion was made
by Hoover and seconded by Hankey to accept same.

Klea Beaman moved and Mr. Hoover seconded approval of bills
in the amount of \$2434.28.

Miss Brown reported on the Budget Clinic held at Fowler on
May 23 which was attended by Mrs. Daugherty, Mr. Smith
and Miss Brown. The minimum wage which now affects
Libraries is \$1.90 per hour.

The Budget preparation and advertizing schedule was reviewed.

Miss Brown had presented to members a five year comparison of
budgets and a comparison of circulation. These two items
were used in a discussion centering around the 1975 Budget.

Miss Brown presented an evaluation of personel for discussion.
No action was taken at this time.

The City of Rensselaer Library Board is requesting \$1500.00
from the Jasper County Contractual Library in order to
meet financial obligations between now and the tax draw
date.

The Field Examiners Report, dated May 23, 1974, was presented.
This was the report for books examined during the first
week of December 1973.

Meeting adjourned. Next meeting will be held at 7:30 p.m. on
July 8th.

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

MINUTES - Jasper County Contractual Library and Rensselaer
Public Library Board meeting June 3, 1974 - 7:30pm.

Members Present were: City - Helvie, Becker, Hankey, Hoover,
Beaman, Smith, Brown. County - Jefferies.

Minutes were read and approved as presented: motion was made
by Hoover and seconded by Hankey to accept same.

Klea Beaman moved and Mr. Hoover seconded approval of bills
in the amount of \$2434.28.

Miss Brown reported on the Budget Clinic held at Fowler on
May 23 which was attended by Mrs. Daugherty, Mr. Smith
and Miss Brown. The minimum wage which now affects
Libraries is \$1.90 per hour.

The Budget preparation and advertising schedule was re-
viewed.

Miss Brown had presented to members a five year comparison
of budgets and comparison of circulation. These two
items were used in a discussion centering around the
1975 budget.

Miss Brown presented an evaluation of personel for dis-
cussion. No action was taken at this time.

The City of Rensselaer Library Board is requesting \$1500.00
from the Jasper Co. Contractual Library in order to meet
financial obligations between now and the tax draw date.

The Field Examiners Report, dated May 23, 1974, was pre-
sented. This was the report for books examined during
the first week of December 1973.

Meeting adjourned. Next meeting will be held at 7:30 pm
on July 8th.

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

EVALUATION As per Policy Number 24 as amended Sept. 5, 1973.

RE: Helen Scantlin
Adult Services

PRIMARY FUNCTION: Daily circulation reports, magazine and newspaper check-in, shelving and filing. Daily reports include recording circulation figures of all items and a recount to determine the number of items circulated to county patrons. Magazine and newspapers must be checked in and made ready for circulation. Mail must be sorted. Books returned during this period must be shelved. Filing is also done in the card catalog, the record catalog and the ANCO file.

WORKING ABILITIES AND ATTITUDES: Helen does her work well as far as it goes, however each additional task must be detailed repeatedly before completion. There are times when each task that Helen does must be checked because she has bad days, and this check avoids difficulties later. She is forgetful at times. One of our worst problems is getting the correct telephone messages when Helen answers the phone. And she is very easily confused by new things: the rearrangement of furniture or the shuffling of shelves baffles her. Helen is always busy, when her tasks are complete she will find other work to do whether it be cleaning shelves or reading her section of shelves.

Helen does not work well with the children or young adults that are in the Library; she does work best with adults, but at least half our patrons fall into the first two categories. She does not get along well with one staff member, therefore it is best to schedule them separately. This is not always advantageous to the Library work that must be done.

At the time of Helen's illness in late October of 1971, she was working full time but after returning to work she became a part-time employee. Since that time Helen's physical and mental capabilities have declined. Helen will be seventy one years old as of November 16, 1974, according to her Social Security records.

RECOMMENDATION: I feel that Helen should be asked to retire as soon as possible for her own well being as well as the Library's. As we are already short handed, according to minimum standards, I feel it is most important that we have the most capable and efficient people possible, in order to provide the best service possible to the patron. Unfortunately there is not a job in the Library that Helen is capable of handling, that does not involve meeting the patron. Financially, if we were to find a non-patron involvement that Helen were capable of handling it would require the hiring of another person to do what Helen does presently. Nor can we afford to keep Helen as presently, when it requires quite often someone redoing her jobs, or at least checking them for errors. For the \$2100 that Helen is presently receiving the Library could afford the service of a person for 20 hours (Helen works only 17½ hours) per week for 48 weeks and 4 weeks at 35 hours each at \$1.90 per hour.

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

MINUTES - Jasper County Contractual Board - July 8, 1974 - 7:30p.m.
Present: Wuerthner, Kennedy, Helvie, Smith, Becker, Hankey,
Beaman and Hoover.

The financial Report was presented.

The monies given by the Sorrowful Mother Church of Wheatfield
for the use of the Library there were placed in the gift fund.

Mrs. Kennedy made a motion to close the DeMotte and Wheatfield
Libraries for one week of Mrs. Yoder's vacation in August and
all day December 24 and 31. The motion was seconded by Mrs.
Hankey and passed. This move is necessary in order that there
be enough money in Temporary Help for Mrs. Schultz to work the
one week remaining of Mrs. Yoder's vacation and any sick days.

Mr. Smith proposed that all raises in salary from this date
forth be paid on a January 1 to December 31 basis for budgetary
purposes. The motion was seconded by Mrs. Beaman and passed.

The Contractual Board's Public Hearing on the 1975 Budget will
be held Wednesday September 4 at 7:30 p.m.

Mrs. Becker moved to accept the Contractual Budget of \$33,915
as proposed by Miss Brown. Mrs. Hankey seconded the motion
and it was accepted unanimously.

Jaqueline Becker; Acting Sec.
Robert Wuerthner; Pres.

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

MINUTES - Rensselaer Public Library Board - July 8, 1974 - 7:30 p.m.
Present: Helvie, Smith, Becker, Hankey, Beaman and Hoover.

Minutes of the June 3 meeting were approved as presented.
Financial Report was submitted.
Bills in the amount of \$1733.28 were approved in a motion made by Mrs. Beaman and seconded by Mr. Hoover. The motion passed.

All recommendations made by the Contractual Board were accepted.

Delayed for future action were disposal of items in the red carpeted room in the basement; appeals to lawyers and organizations for help with Library programs and bids on Library owned art prints.

The new minimum wage of \$1.90 has been paid retroactively to May 1, 1974.

Miss Brown presented a further evaluation of Helen Scantlin to the Board after much discussion the Board made several recommendations as to a new policy concerning a mandatory retirement age. Miss Brown is to polish these recommendations into a policy statement and present for final approval at the August meeting.

The City Board will hold its Public Hearing on the 1975 Budget on September 4 at 7:30 p.m.

The City Budget of \$27,860 was unanimously adopted. All forms will be ready for signatures at the August 5 meeting.

Meetings adjourned.

Jaqueline Becker; Sec.
Richard Helvie: Pres

(Copies of 1975 Budget as adopted attached)

RENSSELA PUBLIC LIBRARY
1975 BUDGET

	CITY	COUNTY	DEMOTTE	WHEATFIELD	TOTAL
1. PERSONNEL SERVICES					
11. SAL. of Librarian - Brown	3700	1700	1600	1600	8600
12. Sal of assistants					
a. Yeoman	1675	850	575	575	3675
b. Pettet	1835	915	-	-	2750
c. Schulenberg	785	390	100	100	1375
d. Davisson	950	550	300	300	2100
e. Scantlin	1400	700	-	-	2100
f. Daugherty	625	425	100	100	1250
g. Temp. Help	100	100	250	250	700
h. Barnett	400	250	100	100	850
i. Spurgeon	650	350	-	-	1000
j.	400	250	100	100	850
k. Yoder	720	220	3065	2385	5450
13. Sal of Janitor - Sargent	700	400	100	100	1300
	13,220	6880	6290	5610	32,000
2. SERVICES CONTRACTUAL					
21. Comm. & Transportation					
212. postage	300	150	75	75	500
213. Telephone	200	100	150	150	600
214. prof. meet. & trans.	75	175	75	75	400
22. Utilities	1400	700	600	600	3300
23. Printing & adv.	225	225	-	-	450
24. Repairs					
241. building	300	150	75	75	600
242. equipment	100	100	50	50	300
243. books	100	50	25	25	200
25. Other services					
251. TWX					
252. Book rental	650	350	500	500	2000
253. Xerox	125	125	-	-	250
	3375	2125	1550	1550	8600

	CITY	COUNTY	DEMOTTE	WHEATFIELD	TOTAL
3. SUPPLIES					
31. Office	150	75	75	75	375
32. Other supplies					
321. Library	700	350	150	150	1350
322. Janitor	200	100	75	75	450
	1050	525	300	300	2175
5. CURRENT CHARGES					
51. Insurance	800	400	150	150	1500
52. Rents	150	75	1175	100	1500
54. Dues	65	35	-	-	100
55. OASI	700	500	350	350	1900
56. LIRF	-	-	-	-	-
	1715	1010	1675	600	5000
7. PROPERTIES					
72. Equip. & Furniture	500	300	100	100	1000
73. Books	6000	3200	900	900	11000
	6500	3500	1000	1000	12000

City
 13,220
 3,375
 1,050
 1,715
 6,500

 27,860

County
 6880
 2125
 525
 1010
 3500

 14,040

6290
 1550
 300
 1675
 1000

 10,815

5610
 1550
 300
 600
 1000

 9060

Combined County 33,915

TOTAL ** \$61,775

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

MINUTES: August 5, 1974 - 7:30 p.m.

The Jasper County Contractual Library and the Rensselaer Public Library Boards met at 7:30 p.m. on August 5, 1974. Members present were: County - Jeffries. City - Beaman, Hankey, Hoover and Smith, who's presiding in the absence of Helvie. A Contractual meeting was not held because of a lack of quorum.

Minutes of the July 8 meeting were approved as presented. Motion by Mrs. Hankey and seconded by Mr. Hoover. Motion carried.

Financial report was presented for examination and the bills as presented, in the amount of \$1387.04 were approved. Motion by Mr. Hoover and seconded by Mrs. Beaman. Motion carried.

An interest check in the amount of \$133.75 which represents interest on Certificates of Deposit from the Farmers and Merchants Bank, has been recieved and will be deposited. A letter will be sent to the State Bank asking them to make interest on the Certificates of Deposit payable to the Library.

A new policy statement (which replaces #24) was adopted concerning a mandatory retirement age of sixty five(65). (attached) Motion was made by Mrs. Hankey and seconded by Mr. Hoover.

The bids of \$20 submitted by Mrs. Cletus Daugherty for the Wyeth print "Seed Corn" and the \$15 bid of Mrs. Sam Grant for the Renior print "Mother and Child" were rejected. The Board will not dispose of materials in this method; all materials to be disposed of shall be let at public auction or on a competitive bid basis.

Miss Brown reports that NIALSA, the experimental Library co-operative that the Libraries are a part of, is at this time in-operative because a director can not be found.

The 1975 Budget as adopted July 8, 1974 with corrections in math (lines 11 and 12d) was presented in legal form and has been signed by the members. This budget if approved by County officials will call for a 6¢ County tax and a 15¢ City tax.

The Fall & Winter Scheduale was set, beginning September 9 the following hours and holidays shall be observed: 9:00am-8:00pm Monday, Wednesday, and Friday and 9:00am-5:00pm Tuesday, Thursday and Saturday. Holidays: September 2, Labor Day; Octover 28, Veteran's Day; November 27, closed at 5:00pm; November 28, Thanksgiving; December 24, closed at 12:00 noon, December 25, Christmas; December 31 closed at 12:00noon & January 1, New Years Day. Motion was made by Mrs. Beaman and seconded by Mr. Hoover.

The Children's Librarian, Helen Pettit, will be leaving during the week of Sept. 9, to take another position. Since a new person will have to be hired by August 31, in order to familiarize them with the duties. etc. Miss Brown requested permission to hire a person tempor-

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

AGENDA

August 5th meeting at 7:30pm

This is a shortened agenda there maybe more business to add at the time of the next meeting. Besides regular business this meeting is specifically designed for obtaining needed signatures on the budget forms. Therefore it is necessary that I know who will not be attending the meeting, please call as arrangements will have to be made to obtain your signatures. Please call by 3pm if you will not be attending the Monday nite meeting.

1. Minutes of the July 8 meetings.
2. Financial reports.
3. Bills to be allowed.
4. We have recieved from Farmers & Merchants Bank a check for \$133.75 interest on Certificate of Deposit: at the meeting I will have a letter requesting that State Bank send interest checks to the Library instead of adding on to C.D. This will require signature of Mrs. Hankey and Mr. Helvie.
5. Enclosed is a copy of new policy statement regarding retirement.
6. Judge Kanne still has not made an appointment to fill Jackie Zorich's place on the Board.
7. Bids on prints: Martha Daugherty \$20.00; Mrs. Sam Grant \$15.00.
8. NIALSA held an Executive Board Meeting on Tuesday July 30. At this meeting Lake County was designated as the contracting Library for Inter-Library loans and Reference Referral. A director still has not been found so the project is still not officially off the ground.
9. Enclosed you should find: (a) Policy statement regarding retirement. (b) Minutes of July 8 meeting. (c) Budget in Final Form.
10. Final form of Budget; please note line 11. Salary of Librarian & 12d. These mathematical errors were corrected on this copy. According to our figures, which are to be checked by the Auditor yet, the County tax rate will remain at 6¢ and the City rate will drop to 15¢. Although we are asking for more dollars the rate will stay nearely the same. After reading tonight's paper (7/31) I feel we will have little chance of recieving this higher budget, but we must at least try.

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VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

Policy XXIV revised to read:

All employees shall be subject to a mandatory retirement age of sixty-five years, such retirement shall be effective December 31 of the year an employee reaches retirement age.

In individual cases the Board may elect to request the continuation of employment past the age of sixty-five. All such requests shall be for the term of one year and shall be made in writing to the employee at least ninety days before the end of the fiscal year.

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

September 4, 1974
7:30 p.m.

The Jasper County Contractual Library and the Rensselaer Public Library Boards met at 7:30 p.m. on September 4, 1974. Members present were: Beaman, Becker, Hankey, Helvie, Hoover and Smith.

This meeting is designed as a Public Hearing on the proposed 1975 Budgets; both Contractual and Rensselaer. As no public was present to present any objections to the Budget the Board moved onto regular business.

Minutes of the August 5, 1974 meeting were approved as circulated; Mr. Hoover and Mr. Smith moved and seconded same. Bills in the amount of \$1313.42 were allowed; Mrs. Hankey and Mrs. Beaman moved and seconded same. Passed unanimously.

Miss Brown reported to the Board that Judge Kanne has not made an appointment to replace Mrs. Zorich. The Board agreed to change 1974 Veteran's Day to November 11, like the schools, instead of October 28 as adopted at the last meeting.

A committee of Mrs. Beaman, Mrs. Becker and Mr. Smith was appointed to report to the total Board no later than November 4, a proposal for spending the "Sky" Robinson money.

Personel: Helen Scantlin: Mrs. Debbie Cashman: Miss Charlotte Minter
Mrs. Beaman moved we continue Helen Scantlin's employment for another year. Mrs. Hankey seconded the motion. Motion withdrawn. Mr. Smith moved we offer Helen Scantlin the one year extension of employment with the understanding that she will assure the Board in writing that she will not ask for a further extension, since a special exception to the policy is being made in this case. Mrs. Beaman seconded the motion. Unanimously accepted by the Board.

The Board accepted Miss Brown's recommendation that Mrs. Debbie Cashman be hired as new Children's Librarian and Miss Charlotte Minter as page.

Under new business, the Board gave Miss Brown permission to get rid of the unwanted items in the red carpeted room in whatever method prescribed by law. The County Home sale was thought to be a good opportunity to be rid of these items.

Jacqueline Becker
Secretary
Richard L. Helvie
President

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

September 25, 1974

Mrs. Helen Scantlin
401 Park Ave.
Rensselaer, Ind. 47978

Dear Mrs. Scantlin,

After ~~Due~~ deliberation, the Library Board has agreed to extend your employment for one more year. As you know, this August the Board adopted a policy of mandatory retirement, at year end, for those employees who have achieved the ^{AGE} of 65. Since this ruling gives you short notice and the Board has no wish to cause undue hardship, we have decided to make this one exception, at your request. However, we request that you will assure us, by letter, of your understanding that your employment will terminate December 31, 1975.

Sincerely yours,

Richard Helvie
President of Board of Trustees
Rensselaer City Library

cc/jrb

*This is to be kept as permanent
... the minutes J. Becker - Sec.*

September 30th, 1974

Rensselaer Public Library Board
Rensselaer, Ind.

Dear Board Members:

I am in receipt of your letter September 25, 1974
advising me that the Board has granted me the privilege of
working until December 31, 1975.

I sincerely appreciate this exception to your
Policy. I shall continue to do my very best.

I understand that my employment in the Library
will terminate December 31, 1975.

Gratefully yours

Melen M. Scantlin

(Meeting will be held in red carpeted room in basement)

1. Minutes of September 4 meeting.
2. Bills to be allowed; Financial reports.
3. Judge Kanne has not as of this date (10/1/74) made an appointment to fill the vacancy of Jacqueline Zorich.
4. Report from the Committee on "Sky" Robinson money.
5. I recieved (9/25) a letter from the State saying that we must appeal, therefore all those materials thru the mail. I finally got hold of Mr. Campbell and he has set the record straight. The letter I sent sometime ago will act as our appeal, but we must have a resolution in our minutes and signed by Board members stating the approval of the appeal; appeal letters signed by Mr. Helvie and Mr. Wuerthner and a statement of reasons we made the higher budget request. All these will be ready for the Board meeting.
6. November meeting- nominations for 1975 officers are to be made. One thing to keep in mind that might be helpful, one Secretary could serve both Boards if that person is a member of both the Boards; that's the way we are doing it now, but this would make it official.
7. Also in October of each year we set up the 9 holidays plus the noon-to-three Good Friday for next year. My suggestions for 1975 are:

Jan. 1	- New Years Day	Sept. 1	- Labor Day
Feb. 17	- Washington's Birthday	Oct 27 or Nov. 11	-
Mar. 28	- Good Friday (12 to 3)		Veteran's Day
May 26	- Memorial Day	Nov. 27	- Thanksgiving
July 4	- Independence Day	Dec. 25	- Christmas
		** Dec. 24	- Christmas Eve

** All day Dec. 24 instead of $\frac{1}{2}$ day each on Dec. 24 and 31. Staff members would rather have all day Christmas Eve than get off at noon on New Years Eve.
8. The Election Board needs a place in DeMotte to vote; they have asked to use the Library; I said yes tentative to the Board's approval. If you have any objections I'll call Sandra Culp back right away.
9. We took items to the sale at the County Home; they brought \$249.00 which has been deposited in the bank.
10. November 8, the State will hold a hearing on our Budget. Mr. Helvie & Mr. Wuerthner should definitely attend and it would be adviseable for more to attend from the Board.
11. The DeMotte area has formed a Friends of the Library: Demotte Library. They have volunteered to sell the excess books from the Bookmobile that are at DeMotte with all money being returned to the Library. We are in great need of another 16mm projector; perhaps Friends can help!
12. New business.

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

The Board of Trustees of the Rensselaer Public Library hereby petition to the Indiana State Board of Tax Commissioners for permission to increase the Library tax levy for 1975 beyond the levy established by Jasper County's adoption of the Local Option Tax.

The levy established by the freeze is \$19,435.14, the figure that has been provided to us by County Auditor John Moore. House Bill 1347, Public Law 23--Amends IC 1971,6-3.5-1, states that the Library as a taxing unit may apply for the average of the 1970-1971-1972 property tax levies, if that figure is greater than the frozen levy figure. The average levy being \$20,132.82 is in excess of the \$19,435.14 figure. (See attached copy of levy figures.)

Richard L. Helyie


President

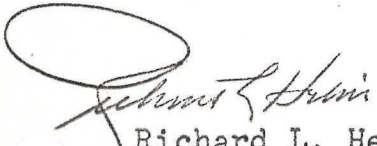
Rensselaer Public Library
Board of Trustees

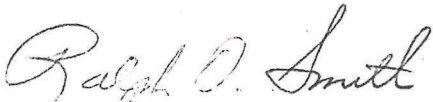
RENSSELAER PUBLIC LIBRARY

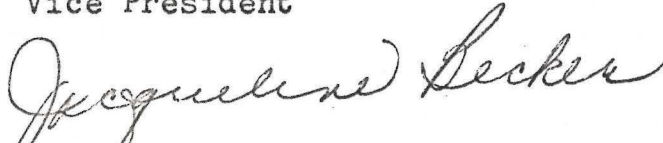
PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

We, members of the Rensselaer Public Library Board of Trustees, do hereby resolve to appeal the frozen tax levy as established by the adoption of the Local Option Tax by Jasper County. This appeal is based upon House Bill 1347, Public Law 23--Amends IC 1971, 6-3.5-1, which states that if the 1970-1971-1972 average tax levy be greater than the frozen levy the taxing unit, the Rensselaer Public Library, may request this amount.

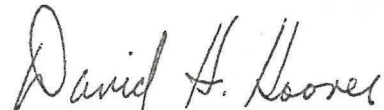

Richard L. Helvie
President


Ralph O. Smith
Vice President


Jacqueline Becker
Secretary


Mabel Hankey
Treasurer


Klea Beaman
Member


David Hoover
Member

Vacancy

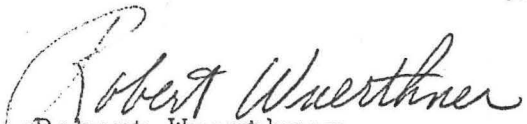
RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

The Board of Trustees of the Jasper County Contractual Libraries hereby petition to the Indiana State Board of Tax Commissioners for permission to increase the Libraries tax levy for 1975 beyond the levy established by Jasper County's adoption of the Local Option Tax.

The levy established by the freeze is \$31,184.03, the figure that has been provided to us by County Auditor John Moore. House Bill 1347, Public Law 23--Amends IC 1971, 6-3.5-1, states that the Library as a taxing unit may apply for the average of the 1970-1971-1972 property tax levies, if that figure is greater than the frozen levy figure. The average levy being \$33,733.58 is in excess of the \$31,184.03 figure. (See attached copy of levy figures.)


Robert Wuerthner

President
Jasper County Contractual
Library Board of Trustees

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

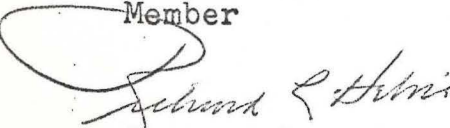
We, members of the Jasper County Contractual Library Board of Trustees, do hereby resolve to appeal the frozen tax levy as established by the adoption of the Local Option Tax by Jasper County. This appeal is based upon House Bill 1347, Public Law 23--Amends IC 1971, 6-3.5-1, which states that if the 1970-1971-1972 average tax levy be greater than the frozen levy the taxing unit, the Jasper County Contractual Library, may request this amount.


Robert Wuerthner
President

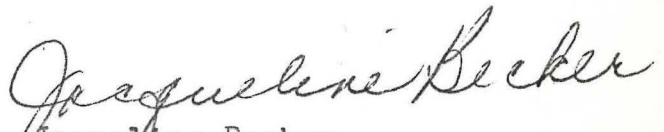
Betty Kennedy
Secretary-Treasurer

Roberts Jeffries
Member

Judy Stevens
Member


Richard L. Helvie
Member


Ralph O. Smith
Member


Jacqueline Becker
Member


Mabel Hankey
Member


Klea Beaman
Member


David Hoover
Member

Vacancy

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

An increase in tax levy is being made in order to provide for necessary increases in the following areas:

- #1. Personnel was increased an average of 4%; this increase includes the increase to \$2.00 for minimum wage and a 5% raise in salary for salaried employees.
- #2. Services Contractual had to be raised in several areas:
 - 212- The letter postage rate is supposed to go up in 1975 and library postage rate has already gone up as of July 1974.
 - 22 - Utilities will be rising before the end of this year; the electricity rate in Rensselaer will rise 17% before December 31, 1974.
 - 241- The increase in the building repairs for 1975 is caused primarily by increased labor costs and the fact that there are some repairs to the Library that will need to be done next year.
 - 242- Equipment repairs also reflect increased labor costs and there are several items in need of repair (film projector, filmstrip projector, record player and typewriter).
- #3. Supplies have increased dramatically;
 - 31 - Office supplies are primarily paper products, such as ledger sheets, stationary and adding machine rolls; these have all increased dramatically in price.
 - 321- Library supplies have also increased because of the increased prices of paper products such as catalog cards, book pockets and cards; or petroleum based products such as mylar jackets for books and records as well as the records themselves.
 - 322- Janitor supplies have increased because of paper products (paper toweling, toilet tissue, etc.) and petroleum products such as cleaning products and waxes.
- #5. Current Charges;
 - 51 - Insurance rates have simply gone up in order to have proper coverage; the price must be paid.
 - 52 - Rents have been increased in anticipation of the increase in rents on the Branch Library and the check-out equipment the Libraries use.
 - 53 - Dues are up because association dues are up.
 - 55 - OASI was increased to match the increase in the salaries and in anticipation of a rise in Social Security.

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

page 2

- #7. Properties is the area that the largest single increase has been made;
- 72 - Equipment and furniture increase reflects the need for a typewriter, record cabinet and chairs.
- 73 - Tools of the trade (books, periodicals, newspapers): the 1975 budget is \$11,000 which is \$500 more than the 1973 budget of \$10,500, but is \$3,380 more than the present budget we are existing on at this time. Periodicals have increased 22%; fiction up 14%; juvenile books up 6%; novels up 5%; history up 9% and biographies are up 5%. Besides those figures, newspapers are also increasing in price. This rise in price is very likely to continue into 1975.

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

Minutes
October 7, 1974
7:30 p.m.

The Jasper County Contractual and City of Rensselaer Library Boards met at 7:30 p.m. on October 7, 1974. Members present were: Beaman, Becker, Hankey, Helvie, Hoover, Smith and Wuerthner.

Minutes of the September 4, 1974, meeting were approved as presented. The motion was made by Mr. Hoover and seconded by Mrs. Beaman. Bills in the amount of \$850.38 were approved for payment. The motion was made by Mr. Smith and seconded by Mrs. Beaman.

Miss Brown reported that Judge Kanne has not made an appointment to the Board vacancy created by Mrs. Jacqueline Zorich's non-attendance at meetings December 1973 through May 1974.

The 'Sky' Robinson Fund Committee reported they would like to wait until after the State Board of Tax Commissioners Hearing before advising on use of this fund,

Mr. Wuerthner and Mr. Helvie signed appeal letters; all members present signed the statement approving the appeal to the State Board of Tax Commissioners and a statement of our reasons for requesting a higher 1975 budget than allowed by the Local Option Tax Freeze, and these were sent to the Appeals Board. A copy of all these materials will be attached to these minutes. The resolution to appeal was passed unanimously.

Miss Brown reminded the Board members that nominations for officers are to be made at the November meeting, with elections held at the December meeting and new officers take over January, 1975.

Miss Brown's recommendations on 1975 Holidays were approved with the exception of being closed all day Christmas Eve day and open all day New Year's Eve day. Mrs. Beaman moved and Mr. Smith seconded the motion that the Library be open 9:00 - 12:00 December 24 and 31 of 1975. The motion carried: the 1975 Holidays are listed below:

January 1 - New Years Day
February 17 - Washington's Birthday
March 28 - Good Friday (noon to 3)
May 26 - Memorial Day
July 4 - Independence Day

September 1 - Labor Day
October 27 or November 11 -
Veteran's Day
November 27 - Thanksgiving
December 24 - Christmas (noon)
December 31 - New Year (noon)

The Board approved the Election Board using the DeMotte Branch Library as a voting place on Tuesday, November 5. Miss Brown had given tentative approval pending Board approval.

Miss Brown reported that the items sold at the County Home sale brought \$249.00

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

(2)

The State Hearing on our Budget will be held on November 8, 1974, at the County Courthouse. Board members are urged to attend.

The DeMotte area has formed a Friends of the Library and have offered to hold a book sale on the older and duplicate volumes at the DeMotte Library. The money would be returned to the Library. Miss Brown suggested that these funds and others could be used to purchase a 16mm projector which the two branches could put to good use. No action was taken on this matter.

The next meeting will be November 4, 1974. The motion to adjourn was made by Mrs. Hankey and seconded by Mr. Hoover.

Richard Helvie - President
Jacqueline Becker - Secretary

RENSSELAER PUBLIC library
RENSSELAER, INDIANA 47978

AGENDA

November 4, 1974

7:30 p.m.

** Please call if you will be unable to attend!

1. Minutes of October 7 meeting.
2. Bills to be allowed. Financial reports.
3. November 8 - State Budget Hearing - 3:00 p.m. for Rensselaer
3:15 p.m. for Jasper County Contractual.
4. Nomination of officers for 1975.
5. Mrs. Josephine Sargent, our janitor, has had surgery on the
30th. of October and will be out for about 6 weeks. I am
asking if I should hire a replacement or let staff assume
the extra duties and call in some one to do the big jobs,
like floors.
6. January meeting on the 13th instead of the 6th.
7. Next meeting December 2, 1974.
8. New Business.

RENSSELAER PUBLIC LIBRARY

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VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

MINUTES

November 4, 1974

7:30 p.m.

The Jasper County Contractual and City of Rensselaer Library Boards met at 7:30 p.m. November 4, 1974. Members present were: Becker, Hankey, Helvie, Hoover, Kennedy, Smith and Wuerthner.

Minutes of the October 7 meeting were approved as presented. Mr. Hoover moved to approve the bills (850.38) as presented; the motion was seconded by Mr. Smith and passed.

Miss Brown announced the State Hearing on the 1975 Budget will be held in the Commissioners Room of the Courthouse on Friday November 8 (3:00 for Rensselaer and 3:15 for Jasper County Contractual).

The slate of officers was nominated for 1975:

CITY
President - David Hoover
Vice-President - Ralph Smith
Secretary - Jacqueline Becker
Treasurer - Mabel Hankey

COUNTY
President - Robert Wuerthner
Secretary - Jacqueline Becker
Treasurer - Betty Kennedy

Election of Officers will be held at the December 2 meeting with nominations open from the floor.

Miss Brown requested some advice concerning Mrs. Josephine Sargent, our janitor, on temporary replacement. The Board recommended that the Staff assume the majority of the duties but that someone be hired to do the floors and carpeting.

The January meeting will be held on January 13 instead of the 6th. to allow for more time to do year-end reports and conclude the books.

The next meeting will be held on December 2nd. at 7:30 p.m.

Miss Brown also reported the bad woodwork will be replaced on the downstairs hall.

Meeting adjourned by acclamation.

Jacqueline Becker - Secretary
Richard L. Helvie - President

RENSSELAER **PUBLIC** library
RENSSELAER, INDIANA 47978

AGENDA

December 2, 1974

7:30 p.m.

1. Minutes of November 4 meeting.
2. Bills to be allowed and financial reports.
3. Election of Officers (slate is included in November 4 minutes and nominations are open from the floor).
4. I am requesting that the Board authorize Martha and I to make any transfers in accounts that are necessary at the end of the year to complete the books. A list of these transfers will be sent to members prior to January 13 meeting.
5. "Sky" Robinson committee report tonite. Some of this money is needed to purchase books now!
6. Judge Kanne has come to a decision on a new City Board member but I have not been advised as of today as to who it is. The Contractual Board is also in need of a member to replace Judy Stevens and Roberta Jeffries, who will be concluding her term 12/31/74.
7. Summary of 1975 Budget Hearing.

** Please call if you can not be present.

*** I will be out of town during the week of November 24 thru 30, taking some of my vacation days. Eunice will be in charge during my absence.

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VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

MINUTES

December 2, 1974

7:30 p.m.

The Jasper County Contractual and City of Rensselaer Library Boards met at 7:30 p.m. December 2, 1974. Members present were: Beaman, Becker, Hankey, Helvie, Hoover, Wood.

Mrs. Shirley Wood was welcomed as the newly appointed member of the Boards.

Minutes of the November 4 meeting were approved as presented.

Mrs. Beaman moved that bills in the amount of \$434.25 and \$86.25 to Xerox Corporation from the Copy Machine Fund be allowed. The motion was seconded by Mr. Hoover and approved.

Mrs. Beaman moved to accept the City slate of officers as presented at the November meeting. Mrs. Wood seconded the motion and it was unanimously accepted. New officers for 1975 are:

President	David Hoover
Vice-President	Ralph Smith
Secretary	Jacqueline Becker
Treasurer	Mabel Hankey

Mrs. Hankey moved to accept the County slate of officers as presented at the November meeting. Mr. Hoover seconded the motion and it was accepted by acclamation. New officers for 1975 are:

President	Robert Wuerthner
Secretary	Jacqueline Becker
Treasurer	Betty Kennedy

Mr. Hoover moved that all necessary transfer of accounts are to be made wherever necessary and itemized for the Board at the January 13, 1975 meeting. Seconded by Mrs. Becker and approved.

The "Sky" Robinson Fund committee suggested that \$1000.00 be used for current book purchases and \$1500.00 be reserved for the possible purchase of a card catalogue. The Board accepted the committee's suggestions. Miss Brown will notify Mr. & Mrs. Keith Robinson of the decision.

Miss Brown announced that Mrs. Jeffries of the Contractual Board has asked the County Commissioners not to re-appoint her when her term expires, December 31, 1974. This leaves two vacancies on the Contractual Board as of that date.

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Miss Brown presented a summary of the State Tax Hearing which was held November 8, 1974. The County tax rate will be 6¢ and the City rate 12¢.

Miss Brown told Board members that Josephine Sargent, the janitor, will be out another 6 to 8 weeks, and requested permission to hire someone on a temporary basis until her return. Request approved. Helen Scantlin broke her wrist Thanksgiving day and will be out for an indefinite time.

Library legislation before the State Assembly affecting libraries was reviewed by Miss Brown. Copies of the bills and requests to organizations, such as Friends of the Library, requesting their help in getting this legislation passed will be sent to Board members and interested organizations.

Mr. Helvie was thanked for doing such a good job as the President during this past year.

Meeting adjourned.

Jacqueline Becker - Secretary
Richard L. Helvie - President

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RENSSELAER, INDIANA 47978

I am sorry I'm late with these, but the painter has kept us very busy moving books. Probably by the time of the meeting the painting will be completed.

AGENDA

January 13, 1975

7:30 p.m.

1. Introduction of new Contractual members: Sandra Culp and Lynn Daugherty.
2. Minutes of the December 2 meeting.
3. Bills to be allowed.
4. Financial report
5. Transfers in accounts made for year ending 12/31/47
6. Employee situation: (a) Helen Scantlin is back as of January 7; she will have a cast on her arm awhile longer. (b). Josephine Sargent is back at her janitorial duties as of January 6. (c) Debbie Cashman, Children's Librarian, has had to leave because of her husband's new job. I have hired Julie Morawski to replace her at least temporarily.
7. Year end reports on expenditures, borrowers, book stock and circulation.
8. Our insurance policy expires February 1, 1975 and the agent has suggested better coverage.
9. Library legislation.
10. I need new officers' signatures on the pink card for the bank.
11. The District Meeting is scheduled for May 1, 1975; put it on your calendars and plan to attend.
12. NIALSA is now operational; some bugs are being worked out (all telephone lines have not been connected for one) and we should be seeing a marked increase in efficiency very soon.
13. The December draw was to be mailed earlier this week by meeting time we should have monies again. At the meeting the County will pay the city for services from these monies.

1975 marks the 70th. anniversary of the opening of this Library (September 4, 1905) to the citizens of Jasper County. We would like to plan some sort of a celebration for near that date and plenty of publicity. Perhaps this would also be a good time to in some way honor Helen Scantlin since she will be retiring December 31, 1975.

I also think that we should make up a "5 Year Plan" or set some goals for ourselves for the next five years. What are some of the expanded services we would like to see the Libraries offer in the next five years? What kind of new or improved physical facilities will be necessary here or at the branches? What kind of additional personel will be needed with these expanded programs and services?

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VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

AGENDA

February 3, 1975

7:30pm

Since this is a combined January-February meeting all business on the January agenda will be discussed first, followed by these items.

Feb. Bills

1. Petty cash now; 5 x \$15.00 = \$75.00
revised to; 6 x \$20.00 = \$120.00 (Feb., Apr., Jun., Aug., Oct., Dec.)
2. Library will be closed February 17th.
3. Depository for funds
4. Lynn Daugherty - report on DeMotte Friends projects; Story Hours, window displays, bathroom, weeding collection.
5. It is time to start thinking about 1976 budget - bring some ideas to next meeting.

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VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

MINUTES

February 3, 1975

The Rensselaer and Jasper County Contractual Library Boards met at 7:30 p.m. on February 3, 1975 to take up January and February business. A meeting was not held in January because a quorum could not be reached due to attendance. Members present were: Mrs. Beaman, Mrs. Daugherty, Mrs. Hankey, Mr. Hoover, Mrs. Kennedy, Mr. Smith, Mrs. Wood, Mr. Wuerthner and the Librarian Miss Brown. The meeting was conducted by our new President, Dave Hoover.

The new member of the Contractual Board, Lynn Daugherty, was introduced; she has been appointed by the County Commissioners for a four year term, ending December 31, 1978.

The minutes of the December 2, 1974 meeting were read and approved. So moved by Mrs. Hankey and seconded by Mrs. Beaman. Ralph Smith moved and Shirley Wood seconded a motion to pass the January bills totaling \$2086.46. Motion carried. The financial reports from December were discussed: a full January-February joint report will be presented at the March 3, 1975 meeting.

The following account transfers were made as of December 31, 1974:

Contractual - From 14, Other Comp.	to 112, Asst.	\$273.37
from 55, OASI	to 51, Ins.	25.50
from 55, OASI	to 54, Dues	8.50
from 72, Equip.&Fur.	to 72, Books	228.65
from 72, " "	to 72, Books	47.46(city)
(for purchase of "Sky" Robinson books)		

The motion was made by Lynn Daugherty and seconded by Betty Kennedy: Motion carried.

City: from 72, Equip.&Fur.	to 73, Books	\$190.63
from Gift Fund	to 73, Books	896.40
(for purchase of "Sky" Robinson Books)		

The Motion was made by Mable Hankey and seconded by Shirley Wood: Motion carried.

Miss Brown reported on employees: Helen Scantlin is back to work and has the cast off her arm which she had broken on last Thanksgiving Day. Debbie Cashman, Children's Librarian, resigned effective January 8 and has gone to Maine. Julie Morawski has been hired temporarily to fill the position. Miss Brown will present a formal recommendation concerning her status at the March meeting.

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A year end report was presented (copy attached) by Miss Brown. She pointed out that juvenile circulation is down but that is a national trend. Ralph Smith asked if it would be possible to find figures on book purchases by other libraries this size.

The Library's present insurance policy expired as of February 1, 1975, but Miss Brown had gone to the agents to talk about extending coverage. The company is writing a new policy to be approved at the March meeting. Ralph Smith moved on this action; Mable Hankey seconded and motion carried.

Miss Brown talked about House Bills #1260 and #1273 for the funding of ALSA's and Libraries. The Trustees signed a letter to Mr. Hric, our area representative on the House Ways and Means Committee, supporting these two bills.

The NIALSA is operational as of January 2, 1975. Miss Brown reports that service has been good and reported some figures after three weeks of operation:

Center received	154 requests	} 123 books 10 information 21 subjects
Center filled	75	
Filled by other	79	
High Schools:	21 (19 by Rensselaer)	
Academic	: 7 (5 from St. Joe)	
Special	: 1	
Public Library:	125 (27 from Rensselaer)	

The District I Library meeting will be held on May 1st. Miss Brown asked that Trustees make themselves available to attend if possible. The Library pays registration fees, meals and milage to this annual meeting. The Library will be closed that day. Ralph Smith is Vice-Chairman of District I and will be attending in this role, as well as a Trustee.

Dave Hoover asked that the 70th. anniversary and the "5 Year Plan" discussions be delayed until the March meeting, since two months work needed to be accomplished this evening.

The February business was then taken up, beginning with the bills in the amount of \$1027.69. Shirley Wood moved that these bills be allowed; Ralph Smith seconded and the motion carried.

Petty Cash is now set up for 5 times per year at \$15.00 each time. Miss Brown requested a revision in order that small individual items be more readily accessible. The new petty cash allowance will be 6 times per year at \$20.00 each, totaling \$120.00. These allowances to be at regular two month intervals. Motion made by M. Hankey; seconded by K. Beaman and carried.

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The Library will be closed Monday, February 17 for Presidents Day.

The Board adopted State Bank as its depository for funds. Miss Brown is to obtain whatever signatures are needed for the forms by dates on forms.

Lynn Daugherty is also President of the DeMotte Friends of the Library, and reports on some activities they would like to take on at the DeMotte Library. The organization has volunteered to take over the Story Hours on ~~Thursday~~ ^{Tuesday} mornings; are seeking other groups aid in refurbishing the restroom facilities; help by typing cards and etc. to get the remaining Bookmobile books on the shelves; will hold a book sale on the items no longer suitable for the shelves with monies coming back into the Library; and they will help with the window displays. They are asking Walt Roorda for a piece of carpet for display area; Walt is not only our Legislator, but is also Vice President of the Friends organization. Ralph Smith moved that all these improvements in facilities and services be accepted by the Board; seconded by Shirley Wood and motion carried.

Discussion on the 1976 Budget will be delayed until the March meeting.

Mable Hankey made a motion to adjourn; Klea Beaman seconded the motion and meeting was adjourned.

Klea Beaman: Acting Secretary
Jacqueline Becker: Secretary
David Hoover: President

AGENDA

March 3, 1975

7:30 p.m.

1. Minutes of February e, 1975 meeting.
2. Bills to be allowed. Financial statement for Jan. & Feb.
3. Report on Certificates of Deposit.
4. Report on Xerox.
5. Report on Book Purchases.
6. Employee: Julie Marowski.
7. Library will be closed 12-3 Good Friday.
8. 1976 Budget.
9. "5 Year Plan".
10. 70th. Anniversary plans (September 5). Friends of the Library will provide refreshments and any help they can. Colleen Challis is in charge on their end. They would like to be able to encourage people attending to join Friends of the Library and to offer their cookbooks for sale that evening. The Friends have also asked to use the Library April 17 as a meeting place as Dorothy Hamilton, an author of childrens books, will be speaking to the organization and interested public.
11. New business.

The Historical Society has a display of pieced quilts in their room upstairs, beginning March 3 thru May 31.

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RENSSELAER, INDIANA 47978

MINUTES

March 3, 1975

7:30 p.m.

The Rensselaer and Jasper County Contractual Library Boards met at 7:30 p.m. at the Rensselaer Public Library. Members present were; Beaman, Becker, Hankey, Helvie, Hoover, Smith, Wood, Culp, Daugherty and Wuerthner.

The meeting was called to order by Mr. Hoover. He introduced Sandra Culp, one of the new members of the County Contractual Board.

The minutes of the February 3, 1975 meeting were read and approved as submitted. The motion for approval was made by Mrs. Hankey and seconded by Mrs. Beaman and passed unanimously. Bills in the amount of \$535.55 were allowed on a motion made by Mr. Helvie and seconded by Mr. Smith. The motion passed unanimously.

Miss Brown submitted reports on the Certificates of Deposit:	
County - \$4000.00 - purchased 1/14/72	\$4339.15
City - 1000.00 - purchased 1/5/71	 1146.13
1000.00 -	 1079.66

(interest no longer added to C.D.

2225.79

Xerox for 1974:

Outstanding 1/1/74	\$270.00
Bills for 1974	<u>372.11</u>
	642.11
Paid or credited in '74	<u>454.88</u>
Due as of 12/31/74	186.23
Bills thru 2/10/75	<u>49.17</u>
	235.30

954 copies were made for Library use las year.

Copy Machine Fund Bal. 3/3/75

67.14

Budget item #253(Xerox) 1974

\$500.00

1975

\$250.00

spent

369.63

130.37

The report on book purchases made by Libraries about our size could not be given because these figures could not be found in any sources.

Miss Brown did turn over to Mr. Smith some figures on Indiana libraries that he will use for his committee work.

Miss Brown recommended that Julie Morawski, having successfully completed her training, be retained as Children's Librarian. Mrs. Becker moved to accept Miss Brown's recommendation and the motion was seconded by Mrs. Wood. The motion was passed unanimously.

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Mr. Hoover made the following committee appointments:
Anniversary Committee (also included Bicentennial events
for 1975-1976)

Chairperson - Shirley Wood
Klea Beaman
Betty Kennedy
Dick Helvie
Pam Brown

Planning Committee:

Chairperson - Jackie Becker
Lynn Daugherty
David Hoover
Sandra Culp
Ralph Smith
Bob Wuerthner - Advisor
Pam Brown

1976 Budget Committee:

Chairperson - Ralph Smith
Mabel Hankey
Sandra Culp
Pam Brown

These committees will make their first reports at the May 5 meeting.

Miss Brown read a letter from Rep. Paul Hrick thanking the Trustees for their interest and support of H.B. #1260 and #1273. The new insurance policy was delayed in being presented to us because it had not come back from Indianapolis. The State Library has advised that replacement costs for this building are running about \$350,000.00. It was recommended that the Budget Committee keep this in mind when figuring the insurance policy for 1976. Miss Brown also announced that the Historical Society has a display of pieced quilts in the museum room March 5 thru May 31.

Jacqueline Becker - Sec.
David Hoover - Pres.

RENSSELAER PUBLIC LIBRARY

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RENSSELAER, INDIANA 47978

AGENDA

APRIL 7, 1975

1. MINUTES OF THE MARCH 3 MEETING
2. BILLS TO BE ALLOWED
FINANCIAL REPORTS
3. COUNTY REVENUE OUT 1¢
4. INSURANCE POLICY HOPEFULLY
5. NATIONAL LIBRARY WEEK APRIL 13-19 EVENTS
6. DISTRICT MEETING MAY 1ST.
7. MAY 25 THRU 31 CLOSE LIBRARY FOR CLEANING AND INVENTORY
8. 16MM PROJECTOR REPORT

PLEASE CALL BEFORE 4:00 PM ON MONDAY APRIL 7TH IF YOU WILL BE UNABLE TO ATTEND

ANNIVERSARY COMMITTEE: THERE WILL BE A SHORT MEETING (30 MINUTES) FOLLOWING THE FULL BOARD MEETING

ALL BOARD MEMBERS: IF YOU HAVE ANY SUGGESTIONS FOR THE ANNIVERSARY COMMITTEE ON THE CELEBRATION IN SEPTEMBER OR SUGGESTIONS ON THE RETIREMENT OF HELEN SCANTLIN, PLEASE PUT THEM IN WRITING AND GIVE TO THE COMMITTEE AT THE MEETING. THE COMMITTEE WILL BE VERY HAPPY FOR ANY SUGGESTIONS

RENSSELAER PUBLIC LIBRARY

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VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

MINUTES

April 7, 1975

7:30 p.m.

The Rensselaer-Jasper County Contractual Library Boards met at 7:30 p.m. on Monday, April 7, 1975. Members present were: Beaman, Daugherty, Hankey, Helvie, Hoover, Wood and Wuerthner.

The minutes of the March 3 meeting were approved as distributed. The motion for this action was made by Mr. Helvie and seconded by Mrs. Beaman.

Bills in the amount of \$1772.51 were presented by Miss Brown for approval. Mrs. Wood moved that these bills be paid; the motion was seconded by Mrs. Hankey and passed.

Miss Brown advised the Board of the State's action which has cut \$3875.00 from the County's expected tax revenue for 1975. (A copy of this decision is attached). Mrs. Daugherty questioned why the State had waited until we were more than 3 months into the fiscal year before advising us of this decision. Mr. Hoover turned the matter over to the Budget Committee; they will work out a plan to save the County this amount by trimming the County Budget.

The new insurance policy submitted by Rensselaer Insurance agents will cost \$1581.00 for the next year. This amount combined with the bonds (\$75.00) is in excess of the Insurance allowance (budget item #51) for 1975. The excess \$156.00 will be taken from within the current charge classification (#5). This motion was made by Mrs. Hankey and seconded by Mrs. Beaman. The motion passed. (A detailed breakdown of the policy is attached.)

Miss Brown presented plans for National Library Week, April 13-19. Mrs. Margaret Barbour will present crafts made from disposable materiald on Tuesday, April 15 from 1:00 to 3:00 p.m. Radio announcements and newspaper articles will be going all that week and new books will be on display all week.

The District I Library meeting will be held on May 1, 1975 at the Holiday Inn on 30 and 65. All employees will attend and Miss Brown asked Board members to also attend. She will call each member when more details are available.

Miss Brown asked that the Rensselaer Library be closed May 25 to 31. May 26 (Monday) is a holiday (Memorial Day); she requested the Library be closed Tuesday thru Saturday for cleaning. Mrs. Wood made the motion that this plan be accepted and Mr. Helvie seconded the motion. Motion passed.

A 16mm projector for the DeMotte and Wheatfield Libraries had been discussed at an earlier meeting. Upon investigation, Miss Brown found that a new projector would cost \$750 to \$800. One purchased from the schools when they are ready to trade-in may cost as low as \$200, but there is no guarantee of life expectancy.

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Burke Audio Visual has put the Library on its reconditioned seconded-hand projector list at Miss Brown's request. The list is long and it may be as long as 6 months before we are close to the top. These reconditioned units run about \$300.

Meeting adjourned. The Anniversary Committee met immediately following the General Board Meeting.

Jacqueline Becker: Secretary
David Hoover: President

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Insurance Coverage

	1974	1975
Building (R)	\$ 75,000.00	\$120,000.00
Business Con.	11,500.00	11,500.00
Contents (Bks)	152,000.00	152,000.00
Liability	300,000.00	300,000.00
Boiler	25,000.00	25,000.00
Non-owner (Library bus. - Liab. & Car ins.)		\$300,000.00
1974	total - \$1316.00	
1975	total - 1581.00	- \$265.00 over 1974 cost

JASPER COUNTY CONTRACTUAL LIBRARY

Following consideration given in recommendations from Local Government Tax Control Board on the appeal petition pursuant to Public Law 50-1973, the State Board of Tax Commissioners takes the following action on budgets, levies, and rates for the Corporation.

Library Operating Fund: Rate reduced \$.01 - from= \$.06 to \$.05. 1975 Budget reduced \$3,875.00 from \$33,915.00 to \$30,040.00 to keep within revenue available.

Rensselaer City Library: Library Operating Fund Rate approved at \$.15.

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RENSSELAER, INDIANA 47978

IF YOU CAN NOT ATTEND THIS MEETING, CALL BY 3:00 P.M. MONDAY
MAY 5, 1975.

AGENDA May 5, 1975 meeting 7:30 p.m.

1. Minutes of the April 7, 1975 meeting.
2. Bills to be allowed.
3. Insurance policy (\$13.00 for extended boiler coverage)
4. Committee reports: Planning, Anniversary, and Budget.
 Jackie Becker, Shirley Wood & Ralph Smith.
 (also a report on the Budget Clinic attended by Ralph
 Smith, Pam Brown and Martha Daugherty on April 29.)
5. There is a possibility of us qualifying to have work-
 study students from Purdue University here for the
 summer. Purdue with Federal & State funds pays 80% of
 the salaries and we pay 20%. Cindy Stath, who will be
 returning here for the summer, is investigating her el-
 igibility.
6. Mrs. Josephine Sargent, our janitoress, lost her husband
 in April
7. I am again looking into the possibility of attending a
 class at Purdue this summer.

REMINDERS:

1. Distruct Meeting is Thursday, May 1; anyone planning
 to attend should be at the Library at 8:00 a.m.
2. Planning Committee will meet at 7:30 p.m. on April 30.
3. Anniversary Committee will meet at 6:45 p.m. Monday, May 5.
4. Library will be closed May 25 thru 31 for spring cleaning.

RENSSELAER PUBLIC LIBRARY

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VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

MINUTES

May 5, 1975

7:30 p.m.

The Rensselaer and Jasper County Contractual Library Boards met at the Rensselaer Library at 7:30 p.m. on May 5, 1975. The meeting was called to order by David Hoover, President. Members present were: Beaman, Becker, Culp, Daugherty, Hankey, Helvie, Hoover, Kennedy, Smith and Wood. Pam Brown, Librarian, and Mr. Henry Poppens of the Friends of the Library were also present.

Minutes of the April 7 meeting were approved as distributed. The motion was made by Mabel Hankey and seconded by Shirley Wood. Shirley Wood moved that the bills totaling \$2966.78 be approved for payment; the motion was seconded by Klea Beaman and passed. This months bills included the \$1581.00 insurance policy approved 4/7/75 and \$13.00 for extended boiler coverage. Also noted at this point was the sharp rise in circulation over a year ago.

Committee Reports were given: Planning Committee - Jackie Becker reported that her committee is working with a variety of ideas including extending services to the handicapped and shut-ins who are unable to get to the Library; adding more programs to the schedule (hopefully once a month) and trying book talks on the lunch hour. The main point of the committee discussion centered on drawing up a 5 to 10 year plan involving a new or remodeled building at Rensselaer; also under consideration are the DeMotte facilities. Ralph Smith moved and Mabel Hankey seconded that the report be accepted. Motion passed.

Anniversary Committee, headed by Shirley Wood, reported that several groups have been or are being contacted to provide displays and programs during the week of August 31 thru September 6. The Bicentennial Fife and Drum Corp and the DAR have confirmed their participation. Friends of the Library will provide refreshments for the reception on Friday, September 5. The Anniversary Committee presented a plan to have Peg Fendig paint the State Flower to be hung in the Library and dedicated to Helen Scantlin for her long years of service. A \$300 maximum was set on this painting. Funds will come from the "Sky" Robinson gift to the Library. Kate and Keith Robinson have endorsed the idea. Mabel Hankey moved and Jackie Becker seconded that this plan be adopted and Peg Fendig be commissioned immediately. The Committee would also like to present Helen with a personal gift, funding to come from private donations. Shirley Wood asked that her committee report be accepted; Ralph Smith seconded and report was accepted.

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Budget Committee; Ralph Smith presented the first rough draft of the 1976 Budget, but stated it is very hard to go beyond this stage until some figures are ready from the Auditor. Ralph, Martha Daugherty (bookkeeper) and Pam have attended one Budget Clinic held at Purdue North Central on April 29 and will be attending one to be held at LaPorte on May 28. At the Purdue meeting, salaries were discussed and 60-80% of budgets go for salaries. We are presently operating at about 50%. The final form of the Budget must be approved at the August 4 meeting and all signatures on forms no later than August 9. The Public Hearing on the 1976 Budget is set for September 3 and final day for ~~file~~ filing is Sept. 6. Dick Helvie moved and Jackie Becker moved that this report be accepted. Motion passed; report accepted.

The District meeting held May 1 was reported on briefly by Pam Brown and Jackie Becker.

The Work-Study program that Purdue has advised us about has not been explained fully and so at this time no action can be taken. It is hoped that Cindy Stath, who has worked as a page the past year or so, will be eligible.

Pam reported that she will not be taking classes thru May and if any classes are available after that date, she will advise.

New Business: The June 2 meeting will be held at the DeMotte Library.

Pam advised the Boards that they would be receiving a NIALSA survey dealing with the further education of the staff. All members were asked to consider possibilities. In 1980 new certification rules go into effect. If a Librarian is not certified neither is the Library and therefore does not qualify for funds from the State or Federal governments.

Pam also brought to the attention of the Board members some items that the Library could use, including a refrigerator, lounge chair and book deposit. These items could be purchased or obtained thru soliciting help from local organizations such as the sororities. David Hoover asked that a draft of a letter to the lawyers of Jasper County be presented at the next meeting, asking them to help raise funds for the Library thru bequests. Little Cousin Jasper Chairman Jim Hoover will be contacted asking that the Library be considered as a recipient of those funds for 1976. Pam was also asked to set up a meeting of the Board

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and Friends of the Library to explain the Library's needs to them and to discuss the anniversary celebration.

The first NIALSA newsletter was passed around to members.

The Board adopted the following Summer Hours for June 2 thru September 6: 9:00 - 5:00 Monday, Tuesday, Wednesday and Thursday. 9:00 - 8:00 Friday and 9:00 - 3:00 on Saturday on a motion made by Shirley Wood and seconded by Klea Beaman. Motion passed. Pam reminded everyone that the Library will be closed for cleaning May 25 thru 31, but that May 26 is a legal holiday.

Respectfully submitted

Jacqueline Becker: Secretary
David Hoover: President
Robert Wuerthner: President

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VAN RENSSELAER & ANGELICA STREETS
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AGENDA

JUNE 2, 1975

MEETING TO BE HELD AT THE DEMOTTE LIBRARY

1. MINUTES OF THE MAY 5, 1975 MEETING.
2. BILLS TO BE ALLOWED \$2020.33.
COUNTY WRITE CITY CHECK FOR \$3008.00 (8.00 FOR DEMOTTE GIFT FUND) COUNTY BANK
BALANCE AS OF 5/30/75 \$4449.58
FINANCIAL REPORTS
3. WORK-STUDY INFORMATION CAME BUT VERY LATE AND CINDY STATH WHO WAS NOT ELIGIBLE
HAD ALREADY BEEN PROMISED THE JOB AND HAD BEGUN WORK.
4. BOOK SELECTION POLICY AS PRESENTED OR WITH CHANGES FOR APPROVAL.
5. LETTER TO THE LAWYERS OF THE COUNTY TO BE APPROVED AND MAILED.
6. REPORT ON BUDGET CLINIC HELD MAY 28 ATTENDED BY PAM AND RALPH.
7. NIALSA SURVEY ON CONTINUING EDUCATION OF STAFF.
8. THANK YOU LETTER TO THE FRIENDS OF THE DEMOTTE LIBRARY FOR THE RESTROOM REPAIRS,
CARPETS, AND ALL THE WORK HELPING TYPE CARDS,
9. SET UP A MEETING WITH THE FRIENDS OF THE LIBRARY FOR JUNE 26.
10. COMMITTEE MEETING DATES:

ANNIVERSARY:	JUNE 26	6:45 PM
	JULY 17	7:30 PM
	AUG. 4	6:45 PM
	AUG. 26	7:30 PM
BUDGET	JUNE 19	7:30 PM
	JULY 7	6:45 PM
	JULY 24	7:30 PM
PLANNING	JULY 7	FOLLOWING FULL BOARD
	AUG. 4	FOLLOWING FULL BOARD

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MINUTES

THE JUNE 2, 1975 MEETING OF THE RENSSELAER AND JASPER COUNTY CONTRACTUAL LIBRARY BOARDS WAS HELD AT THE DEMOTTE LIBRARY. MEMBERS PRESENT WERE HANKEY, HOOVER, SMITH, WOOD, DAUGHERTY AND WUERTHNER.

THE MINUTES OF THE MAY 5, 1975 MEETING WERE APPROVED AS DISTRIBUTED WITH THE FOLLOWING CORRECTION: THE PLANNING COMMITTEE REPORT SHOULD STATE THAT THE 5 TO 10 YEARS PLAN INVOLVING THE NEW OR REMODELED FACILITIES AT RENSSELAER WOULD PROBABLY NEED TO BE PROCEEDED BY IMPROVEMENTS TO THE DEMOTTE FACILITY OR NEW FACILITIES FOUND. THE MOTION TO APPROVE THE MINUTES WITH THIS CHANGE WAS MADE BY MABEL HANKEY AND SECONDED BY RALPH SMITH THE MOTION CARRIED.

BILLS IN THE AMOUNT OF \$2020.33 PLUS 60.00 TO PAT STAFFORD (FOR A USED TYPEWRITER) WERE PRESENTED. SHIRLEY WOOD MOVED THAT THESE BILLS BE ACCEPTED AND PAID, THE MOTION WAS SECONDED BY MABEL HANKEY AND MOTION CARRIED.

MISS BROWN ASKED THAT THE CONTRACTUAL BOARD PAY TO THE CITY THE SUM OF \$3008.00, THIS AMOUNT TO INCLUDE \$3000.00 TOWARD THE COUNTY'S SHARE OF THE OPERATION OF THE RENSSELAER LIBRARY AND \$8.00 INTO THE DEMOTTE GIFT FUND. LYNN DAUGHERTY MOVED THAT THIS BE DONE AND RALPH SMITH SECONDED THE MOTION. MOTION CARRIED. CONTRACTUAL OFFICER PRESENT (BOB WUERTHNER) SIGNED THE CHECK THE OTHER TWO OFFICERS WHO COULD NOT ATTEND THIS MEETING WILL SIGN AT THE LIBRARY.

AFTER SOME DISCUSSION AND SOME REVISIONS A BOOK SELECTION POLICY WAS ADOPTED. (COPY ATTACHED). THE MOTION TO ACCEPT THE POLICY AS REVISED WAS MADE BY SHIRLEY WOOD AND SECONDED BY MABEL HANKEY. MOTION CARRIED.

A LETTER TO THE LAWYERS OF JASPER COUNTY WAS APPROVED AND COPIES WILL BE SENT BY MISS BROWN.

PAM WAS ASKED TO GATHER MORE INFORMATION ON THE FOLLOWING ITEMS:

THE LINE 12 MAXIMUM ALLOWED BY LAW FOR EACH BUDGETING UNIT.

INFORMATION ON MERGING LIBRARY SYSTEMS INTO A COUNTY-WIDE SYSTEM

A STUDY OF THE PRESENT PERSONEL, NEXT YEARS OUTLOOK FOR PERSONEL AND STANDARDS FOR PERSONEL.

A INVITATION IS BEING SENT TO THE FRIENDS OF THE LIBRARY TO ATTEND A JOINT MEETING WITH THIS BOARD AT 8:00 PM ON MONDAY JULY 7.

THE BOARD ANSWERED A QUESTIONNAIRE FROM THE NIALSA CONCERNING CONTINUING EDUCATION. THE BOARD STATED THAT THEY WOULD BE WILLING TO GRANT RELEASE TIME TO EMPLOYEES WHO WOULD PARTICIPATE IN THESE WORKSHOPS AND CLASSES. WITH THE STIPULATION THAT IN EACH CASE THE ARRANGEMENTS BE WORKOUT BETWEEN EMPLOYEE, ADMINISTRATOR AND THE BOARD. THE USE OF THE RENSSELAER FACILITIES WAS ALSO APPROVED FOR USED BY NIALSA SHOULD THEY WANT TO HOLD ANY OF THESE WORKSHOPS HERE.

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BOB WUERTHNER, AS PRESIDENT OF THE CONTRACTUAL BOARD, SENT A THANK YOU LETTER TO THE DEMOTTE FRIENDS OF THE LIBRARY FOR ALL THEIR EFFORTS IN THE IMPROVEMENT OF THE DEMOTTE LIBRARY. LYNN DAUGHERTY REPORTED THAT THE FRIENDS WILL BE SPONSORING AN ARTS AND CRAFTS FAIR AS A MONEY MAKING PROJECT. THE FAIR IS SCHEDULED FOR AUGUST 16 FROM 10 AM TO 5 PM.

SHIRLEY WOOD ANNOUNCED THAT IN ADDITION TO THE PICTURE DEDICATION, HER COMMITTEE IS RECOMMENDING THAT A PERSONEL GIFT BE GIVEN TO HELEN SCANTLIN IN SEPTEMBER. THE ANNIVERSARY COMMITTEE HOPES THAT EACH BOARD MEMBER, STAFF MEMBER AND SOME PAST BOARD MEMBERS WILL BE WILLING TO DONATE \$3.00 TOWARD THE GIFT. PAM WILL CONTACT THE STAFF MEMBERS. IT IS HOPED THESE FUNDS CAN BE COLLECTED AS SOON AS POSSIBLE.

THE NEXT BOARD MEETING WILL BE HELD AT 7:00 PM ON MONDAY JULY 7 WITH A MEETING WITH THE FRIENDS OF THE LIBRARY SCHEDULED FOR 8:00 PM.

JACQUELINE BECKER, SECRETARY
DAVID H. HOOVER, PRESIDENT

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AGENDA

JULY 7, 1975

7:00PM

1. MINUTES OF THE JUNE 2 MEETING
2. BILLS TO BE ALLOWED
FINANCIAL REPORTS
3. INFORMATION ON THE 1976 BUDGET
4. PERSONEL (STANDARDS, OUR PRESENT STAFF, 1976)
5. JULIE MORAWSKI WILL BE LEAVING AS OF AUGUST 2
6. \$100.00 WAS RECIEVED FROM THE EAGLES AUX. FOOR THE PURCHSAE OF BOOKS FOR THE ELDERLY
7. \$300.00 HAS BEEN PAID TO LILIAN FENDIG FOR THE PAINTING
8. CANCER INSURANCE-VIVIAN DAVIS WOULD LIKE TO COME TALK TO THE BOARD ABOUT
PAYROLL DEDUCTIONS FOR HER COMPANY'S POLICY
9. MANPOWER GIRL AT THE DEMOTTE AND WHEATFIELD LIBRARIES
10. NIALSA WOULD LIKE TO USE OUR FACILITIES ON THREE THURSDAY NITES IN SEPT. AND
OCT. TO HOLD A REFERENCE WORKSHOP
11. CLOSE THE LIBRARY AT NOON ON AUGUST 30 FOR LITTLE COUSIN JASPER DAYS
12. PROJECTS UNDERWAY
 - A. GOOD NEIGHBOR LETTER
 - B. EXTENDING SERVICES THRU SENIOR CITIZENS
 - C. " " " MEALS ON WHEELS
 - D. TRACING GENELOGY (SEPT.)
13. COMMITTEE REPORTS

8:00PM MEETING WITH THE FRIENDS OF THE LIBRARY

CIRCULATION

	JUNE	1975	1974
RENSSELAER		3113	2789
DEMOTTE		1859	1672
WHEATFIELD		1070	1059
		<u>6042</u>	<u>5520</u>

INCREASE OF 522 ITEMS

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VAN RENSSELAER & ANGELICA STREETS
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MINUTES

JULY 7, 1975

7:00 P.M.

MEMBERS PRESENT WERE: BEAMAN, BECKER, HELVIE, HOOVER, SMITH, WOOD, AND KENNEDY.

MINUTES OF THE JUNE 2 MEETING WERE APPROVED AS READ. BILLS IN THE AMOUNT OF \$1847.48 WERE PRESENTED. SHIRLEY WOOD MOVED AND RALPH SMITH SECONDED THESE BILLS BE ALLOWED. MOTION CARRIED. BECAUSE THE XEROX MACHINE IS OUT OF ORDER, THE FINANCIAL REPORT WAS PASSED AROUND; MULTIPLE COPIES WILL BE AVAILABLE AT THE NEXT MEETING.

THE 1976 BUDGET IS BEING COMPOSED BY THE BUDGET COMMITTEE, BUT THEY CAN NOT PROCEED ANY FURTHER UNTIL AUDITOR JOHN MOORE PROVIDES SOME FIGURES.

PERSONEL: AT THE LAST MEETING PAM WAS ASKED TO PRESENT A COMPARISON OF PERSONEL WITH OUR STAFF 1975, NEEDED STAFF 1976 AND THE STANDARDS. THE REPORT SHOWED THAT BY STANDARDS WE NEED 8 FULL TIME PERSONEL IN CATEGORY #12 (OR 30 HRS. PER WEEK) AND WE PRESENTLY ARE OPERATING ON APPROXIMATELY 175 HRS. PER WEEK. ALSO ANNOUNCED WAS THE RESIGNATION OF JULIE MORAWSKI AS CHILDRENS' LIBRARIAN. PAM WILL INVESTIGATE THE POSSIBILITY OF GETTING ST. JOSEPH WORK-STUDY STUDENTS FOR THE POSITION. OR IF NECESSARY, BEGIN TAKING APPLICATIONS FOR THE JOB.

THE EAGLES AUXILIARY HAS GIVEN THE LIBRARY A GIFT OF \$100.00 FOR PURCHASE OF BOOKS ESPECIALLY FOR THE ELDERLY. PAM REPORTED SHE HAD ORDERED NINE LARGE PRINT BOOKS WITH THESE FUNDS. A THANK YOU NOTE HAS BEEN SENT TO ELIZABETH PASS. A NEWSPAPER ARTICLE, A DISPLAY AND A NOTICE TO THE CARE CENTER AND SENIOR CITIZENS WILL ALL FOLLOW RECEIPT AND PROCESSING OF THESE BOOKS.

PAM REPORTED THAT MANPOWER HAD ASKED IF WE WERE INTERESTED IN A HIGH SCHOOL GIRL TO WORK THE DEMOTTE AND WHEATFIELD LIBRARIES. THE PROGRAM IS FEDERALLY FUNDED (AT \$2.10 PER HOUR) AND INVOLVES ONLY OUR TIME IN SUPERVISION AND TRAINING. SHERRY GOAD IS WORKING 31 HRS. PER WEEK AT THE BRANCHES DOING TYPING, FILING AND HELPING WITH STORY HOURS.

VIVIAN DAVIS HAD ASKED TO PRESENT A CANCER INSURANCE PRESENTATION TO THE BOARD, ASKING THEM TO ALLOW FOR A PAYROLL DEDUCTION TO BE MADE FOR EMPLOYEES DESIRING THIS COVERAGE. MISS BROWN IS TO TELL MS. DAVIS THAT SHE CAN CONTACT STAFF MEMBERS INDIVIDUALLY, BUT THAT NO PAYROLL DEDUCTION WILL BE TAKEN ON BY THE BOOKKEEPER.

THE \$300.00 SET ASIDE FOR THE PAINTING BY LILLIAN FENDIG HAS BEEN PAID. (THAT AMOUNT IS INCLUDED IN THE \$1847.48.00)

PAM ASKED IF OUR FACILITIES COULD BE USED BY NIALSA FOR A THREE-PART REFERENCE WORKSHOP ON THREE CONSECUTIVE WEEKS IN SEPTEMBER AND OCTOBER. RALPH H SMITH MOVED AND RICHARD HELVIE SECONDED THAT THIS BE ALLOWED. MOTION CARRIED.

SHIRLEY WOOD MOVED THAT THE LIBRARY CLOSE AT NOON ON AUGUST 30 SO THAT THE STAFF MEMBERS MAY PARTICIPATE IN THE LITTLE COUSIN JASPER DAY FESTIVAL. RICHARD HELVIE SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

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PAM REPORTED THAT A LETTER HAS BEEN SENT TO LOU HANNON FOR DISTRIBUTION TO NEW PERSONS IN THE COMMUNITY, INTRODUCING THE LIBRARY TO THEM. THE LIBRARY WILL BE EXTENDING SERVICES THRU SENIOR CITIZENS AND MEALS-ON-WHEELS IN THE FALL. IN SEPTEMBER A TWO OR THREE PART WORKSHOP ON TRACING YOUR FAMILY TREE WILL BE OFFERED BY THE LIBRARY.

SHIRLEY WOOD REPORTED FOR THE ANNIVERSARY COMMITTEE. SEVERAL ORGANIZATIONS WILL HELP WITH DECORATIONS AND DISPLAY ITEMS. SHE SHOWED BOARD MEMBERS THE PAINTING THAT WILL HANG IN THE LIBRARY IN HONOR OF HELEN SCANTLIN.

FOLLOWING THIS MEETING A MEETING WAS HELD WITH THE FRIENDS OF THE LIBRARY.

DISCUSSION OF THE ANNIVERSARY CELEBRATION INCLUDED SOME SUGGESTIONS FOR PROGRAMMING; DISCUSSION ON THE REFRESHMENTS TO BE SERVED BY THE FRIENDS AND AN IDEA FOR A POST CARD OR NOTE PAPER TO BE READY FOR THAT EVENING. THE FUTURE NEEDS OF THE LIBRARY IN TERMS OF PHYSICAL NEEDS WERE DISCUSSED. DAVE FISCHER VOLUNTEERED TO WRITE A LETTER TO ORGANIZATIONS, ASKING THEM FOR THE DONATION OF CERTAIN ITEMS OR MONEY TOWARD THESE PURCHASES. PAM WILL PRESENT TO DAVE A LIST OF THESE ITEMS, TO AID HIM IN WRITING THE LETTER. THE BOARD ASKED DAVE TO PRESENT A COPY TO THEM.

DISCUSSION OF PROGRAMS TO STIMULATE INTEREST FOLLOWED. ALSO A TOPIC OF MUCH DISCUSSION WAS HOW TO OPERATE THE LIBRARY ON A FROZEN TAX LEVEY, AND WHAT CAN BE DONE TO OBTAIN MONEY FOR THE LIBRARY.

JACQUELINE BECKER: SECRETARY

DAVID H. HOOVER: PRESIDENT

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AGENDA

AUGUST 4, 1975

1. MINUTES OF THE JULY 7 MEETING
2. BILLS TO BE ALLOWED (ADD \$20.00 FOR PETTY CASH CHECK MADE OUT TO PAM BROWN)
3. FALL SCHEDULE- LEAVE SATURDAY AT 9-3.
4. FALL SCHEDULE- BEGINNING SEPTEMBER 8
5. AIR CONDITIONER PROBLEMS
6. COUNTY TO CITY- \$15,000.00
7. LIONS CLUB- FLAG FLOE FOR OUR CELEBRATION IN SEPTEMBER
8. CELEBRATION HOURS ON SEPTEMBER 5 OPEN 9-9.
9. PIANO FOR THE CHILDREN'S ROOM
10. DAVE FISCHERS LETTER TO THE COMMUNITY FROM FRIENDS OF THE LIBRARY
11. WORK-STUDY STUDENT FROM ST. JOSEPH
12. \$10.00 GIFT FROM DUVALL AND DOROTHY JONES FOR THE CHILDREN'S ROOM
13. GENCORE (GENEOLOGY CORP.) WORKSHOP ON SEPTEMBER 3
14. 1976 BUDGET AND SIGNATURES
15. PERSONEL:
 - A. ALETHA DAVISSON
 - B. CHILDREN'S LIBRARIAN
 - C. LETTER FORM CERTIFICATION BOARDIT MAY BE NECESSARY TO CALL A SPECIAL MEETING FOR WEKK OF
AUGUST 11 TO DISCUSS #13

CIRCULATION	1974	1975	
RENSSELAER	2838	2938	+100
DEMOTTE	1426	2020	+594
WHEATFIELD	964	1106	+142
	<u>5228</u>	<u>6074</u>	<u>+846</u>

NEXT MEETING = SEPTEMBER 3, 1975 FOR THE PURPOSE OF A PUBLIC HEARING ON 1976 BUDGET

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MINUTES AUGUST 4, 1975

MEMBERS PRESENT WERE BEAMAN, BECKER, HANKEY, HELVIE, HOOVER, SMITH AND DAUGHERTY.

MINUTES OF THE JULY 7 MEETING WERE APPROVED AS DISTRIBUTED. MOTION BY MRS. BEAMAN, SECONDED BY MR. HELVIE AND PASSED.

BILLS IN THE AMOUNT OF \$1663.18 WERE PRESENTED, ADDED TO THIS AMOUNT WAS \$20.00 TO PAM BROWN TO RESTORE PETTY CASH. MRS. HANKEY MOVED THAT BILLS IN THE AMOUNT OF \$1683.18 BE PAID, MOTION WAS SECONDED BY MR. HELVIE AND PASSED.

PAM REQUESTED THAT THE SATURDAY HOURS OF 9:00 AM TO 3:00PM, NOW IN EFFECT, BE EXTENDED INTO FALL. MRS. HANKEY SUGGESTED THESE HOURS BE IN EFFECT THRU THE END OF OCTOBER, TO BE RE-EVALUATED AT THAT TIME. THE FALL SCHEDULE WILL BEGIN ON MONDAY, SEPTEMBER 8 WITH THE FOLLOWING HOURS:

9:00-8:00	MON., WED., AND FRI.
9:00-5:00	TUES., AND THURS.
9:00-3:00	SAT. (THRU OCTOBER)

THE BILL FOR REPAIRS TO THE AIR CONDITIONER WILL BE PRESENTED TO THE CITY BECAUSE WHEN THEY TURNED THE WATER OFF ON MONDAY JULY 28 IT CAUSED THE UNIT TO BURN OUT ITS COOLANT FLUID. THE BILL IS \$101.98 AND THE BOARD FEELS THAT THIS AMOUNT SHOULD BE SOUGHT THROUGH THE CITY, NOT FROM OUR BUDGET OR OUR INSURANCE. PAM IS TO WRITE A LETTER TO THE MAYOR AND ENCLOSE A COPY OF THE BILL ASKING THAT THEY PAY THE BILL OR TURN IT IN ON THE CITY'S INSURANCE POLICY. SHE IS ALSO TO CHECK WITH POLAR REFRIGERATION ON A SAFETY VALVE TO PREVENT THIS FROM HAPPENING AGAIN.

THE CITY BOARD REQUESTED PAYMENT FROM THE CONTRACTUAL BOARD IN THE AMOUNT OF \$15,000.00 FOR SERVICES RENDERED. THE MOTION FOR THE REQUEST AND PAYMENT WAS MADE BY MR. HELVIE AND SECONDED BY MR. SMITH: MOTION CARRIED.

PAM REPORTED THAT THE LION'S CLUB WILL INSTALL A FLAG POLE IN THE FRONT YARD OF THE LIBRARY BEFORE THE SEPTEMBER 5 CELEBRATION.

ON SEPTEMBER 5, OUR 70TH. ANNIVERSARY CELEBRATION DATE, THE LIBRARY HOURS WILL BE 9 A.M. TO 9 P.M. WITH THE PRESENTATION AT 7:30 P.M. ALL BOARD MEMBERS ARE ASKED TO ATTEND.

JULIE MORAWSKI, FORMER CHILDREN'S LIBRARIAN HAS ASKED IF THE LIBRARY WOULD LIKE TO HAVE HER PIANO FOR THE CHILDREN'S ROOM, AT LEAST ON A TEMPORARY BASIS, WHILE SHE RETURNS TO CLASSES AT I.U. MRS. BEAMAN SUGGESTED CONTACTING CURT PAULSEN TO TUNE IT AFTER IT HAS BEEN MOVED. RALPH SMITH VOLUNTEERED HIS COMPANY'S TRUCK AND SOME STRONG ARMS TO MOVE THE PIANO. PAM WILL SET UP THE DATES.

A COPY OF THE LETTER DAVE FISCHER HAS SENT OUT TO COMMUNITY GROUPS ON BEHALF OF THE LIBRARY WAS PRESENTED. THE BOARD WAS PLEASED WITH THE LETTER AND PAM IS TO WRITE A "THANK YOU" TO DAVE AND THE FRIENDS.

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DAVE HOOVER EXPLAINED THE DETAILS OF OBTAINING A ST. JOSEPH WORK-STUDY STUDENT FOR THE 1975-76 SCHOOL YEAR. THE MAXIMUM AMOUNT TO BE EARNED IS \$700.00 - THE LIBRARY WOULD BE RESPONSIBLE FOR 20% OF THAT AMOUNT, OR \$140.00. SEPTEMBER 1975 THRU APRIL 1976. THE SUBMINIMUM WAGE OF \$1.90 MAY BE PAID BY SPECIAL PERMISSION WHICH ST. JOSEPH COLLEGE HAS OBTAINED. PAM EXPLAINED THAT THE FUNDS ARE AVAILABLE FOR THIS AND THAT THE APPROXIMATELY 350 HOURS OF WORK TIME CAN BE PUT TO GOOD USE. DAVE HOOVER REMINDED THE BOARD THAT SCHEDULING MAY BE A PROBLEM, SINCE STUDENTS ARE USUALLY GONE DURING THANKSGIVING, CHRISTMAS AND SPRING VACATIONS, AND THAT THEIR CLASS SCHEDULE MUST BE TAKEN INTO CONSIDERATION. DAVE HOOVER WILL BEGIN THE PAPER WORK AT ST. JOSEPH BY SUBMITTING OUR REQUEST FOR A WORK-STUDY STUDENT.

PAM WILL SEND A "THANK YOU" TO DOROTHY AND DUVALL JONES FOR THEIR \$10.00 CONTRIBUTION TOWARD THE PURCHASE OF SOME ITEM FOR THE CHILDREN'S ROOM.

THE 1976 BUDGET (COPY ATTACHED) WAS PRESENTED BY THE BUDGET COMMITTEE. CHAIRPERSON RALPH SMITH ASKED PASSAGE OF THE \$69,665.00 BUDGET. AFTER EXAMINATION AND EXPLANATION OF THE BUDGET, MR. HELVIE MOVED THAT THE BUDGET BE ADOPTED (CITY \$30,665.00 - COUNTY \$39,000.00) AND PUBLISHED; MRS. BECKER SECONDED THE MOTION AND IT PASSED. MEMBERS THEN SIGNED THE BUDGET. PAM WILL TRY TO OBTAIN THE MISSING SIGNATURES (MRS. WOOD, MRS. KENNEDY AND MR. WUERTHNER) BEFORE THE PUBLICATION DEADLINE OF AUGUST 18.

THREE PERSONEL ITEMS WERE THEN TAKEN UP: A) IN KEEPING WITH THE POLICY (XXIV) ESTABLISHED AUGUST 5, 1974, THE BOARD DIRECTED THE LIBRARIAN TO TELL ALL EMPLOYEES THAT THE POLICY REGARDING RETIREMENT AT AGE 65 WILL NOT BE REVIEWED THIS YEAR. MRS. BECKER MADE THE MOTION AND IT WAS SECONDED BY MR. HELVIE; THE MOTION PASSED. B) PAM HAD EXPECTED TO HAVE A REPORT ON THE APPLICANTS FOR CHILDREN'S LIBRARIAN, BUT HAD SIX PEOPLE CALL TODAY FOR INTERVIEWS. THE DECISION ON THE HIRING OF A CHILDREN'S LIBRARIAN WILL NOT BE MADE FOR ANOTHER WEEK. C) A LETTER HAD BEEN RECEIVED FROM THE LIBRARY CERTIFICATION BOARD (COPY IS ATTACHED) STATING THAT SINCE PAM HAS NOT MET ALL THE QUALIFICATIONS (MLS FROM AN ALA ACCREDITED UNIVERSITY) THE LIBRARY IS DEEMED IN NON-COMPLIANCE WITH THE LIBRARY LAW. THE BOARD IS REQUESTED TO GIVE SOME FORMAL PLAN FOR COMPLIANCE TO THE CERTIFICATION BOARD BY AUGUST 12 OR BE LISTED AS A NON-COMPLIANCE LIBRARY IN THE SEPTEMBER ISSUE OF LIBRARY OCCURENT. THE BOARD REQUESTED THAT PAM TAKE AT LEAST ONE PART OF THE CERTIFICATION EXAM TO BE GIVEN ON OCTOBER 15; PAM AGREED TO DO SO!

DAVID HOOVER: PRESIDENT
JACQUELINE BECKER: SECRETARY

RENSSELAER PUBLIC LIBRARY

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VAN RENSSELAER & ANGELICA STREETS
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AGENDA

SEPT. 3, 1975

7: 30 P.M.

1. PUBLIC HEARING - 1976 BUDGET.
2. COUNTY TAX HEARING; MONDAY, SEPT. 8 -
3. APPEAL
4. MINUTES OF AUGUST 4 MEETING
5. BILLS TO BE ALLOWED
6. GIFTS (ANONYMOUS; GREENBERG; CHAMBER OF COMMERCE; TRI-KAPPA; MENTAL HEALTH ASSN.)
7. CELEBRATION EVENTS
8. CHILDREN'S LIBRARIAN
- 9.
- 10.

CIRCULATION:

AUGUST 1974	1975
RENSSELAER 3120	2374
DEMOTTE 1075	1407
WHEATFIELD 557	878
4752	4659

BOOK STOCK:

TOTAL OF 96 BOOKS ADDED BETWEEN ALL THREE LIBRARIES.

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MINUTES

September 3, 1975

7/30 p.m.

The Rensselaer Public Library and Jasper County Contracutal Library Trustees met at 7:30 p.m. on Sept. 3 for a Public Hearing on the 1976 Budget. Members present were: Hankey, Hoover, Smith, Wood, Daugherty and Wuerthner.

As no members of the public were present for discussion of the 1976 Budget the Board moved on to other business.

Pam announced that the County's Hearing on the 1976 Budget would be held on Monday September 8. Ralph Smith will attend with Pam.

The Rensselaer and Jasper County Contractual Boards agreed to appeal for the 1976 Budget. Since the Budget is over the freeze figures issued from the Local Government Property Tax Control Board, this appeal will be necessary. Pam will contact members not present for their signatures.

Minutes of the August 4 meeting were approved as presented. Mrs. Hankey moved and Mrs. Wood seconded; motion passed.

Bills in the amount of \$1194.26 were presented. Mr. Smith moved and Mrs. Hankey seconded these be paid. Motion passed.

Pam announced the following donations have been given in honor of the Library's upcoming anniversary:

Anonymous	\$250.00	for books
Chamber of Commerce	\$100.00	for flag pole
Tri Kappa	70.00	
Dr. H. L. Greenberg	\$25.00	for books
Mental Health Assoc.	\$25.00	

Pam also outlined the events to take place at the anniversary celebration on Friday September 5. A copy of the events is attached.

Pam also presented a report on the Children's Librarian hired August 20. Attached is a list of applicants with a little information on each. Margaret (Peg) Gratner was chosen from these applicants as Children's Librarian.

Meeting adjourned.

David H. Hoover: President
Jacqueline Becker: Secretary

APPLICANTS FOR CHILDREN'S LIBRARIAN

1. Shirley Weinert - is a teacher with experience but withdrew her application because the job involved too much time away from other activities.
2. Bev Webb - lacks three credits of completion of teachers degree; she withdrew her application to do substitute teaching.
3. Debra Hoffman - is nineteen years old with no education or experience in the field of children.
4. Sue Rogers - is a liscensed teacher with experience and excellent references, but withdrew her application to seek a full-time teaching job.
5. Hildegard Knezevic - is a lady with a heavy accent and came with a 3 year old grandchild in tow. She does have experience in as a kindergarten teacher in Germany. She stated she was only interested as a substitute.
6. Connie Perez - has a degree in elementary education and worked as a teacher's aid in her field. However, I felt from our talk that the salary and hours would not keep her here long.
7. Carol Lewis - did not return to fill out application.
8. Marilyn Sullivan - is a woman who recently returned to complete her high school and college degrees. She has done substitute teaching but withdrew her application.
9. Paula Bell - did not return the application.
10. Linda Lonader - lacked both the experience and education in dealing with children.
11. Rebecca Ford - has the experience of working with children at the Presbyterian Church, but lacks the education in the field. I felt that should an opportunity arise in her field she would want to take that position.
12. Pat Kohley - did not finish filling out application after she learned of the salary.

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

COME CELEBRATE !!!

RENSSELAER PUBLIC LIBRARY OBSERVES 70 YEARS EXISTENCE IN THE ANDREW CARNEGIE BUILDING

CALENDAR OF EVENTS

SEPTEMBER 2	1:30PM	DEMONSTRATION OF APPLE HEAD DOLLS BY CATHERINE DORMEIRER
SEPTEMBER 3	10:00AM	WILL BROWN-GENEALOGICAL CONSULTANT FROM SALT LAKE CITY, UTAH WILL SPEAK ON THE ART OF GENEALOGICAL RESEARCH CHRISTIAN CHURCH BASEMENT
SEPTEMBER 4	1:30PM	DEMONSTRATION OF SPINNING BY FLORENCE GEIS
SEPTEMBER 5	1:30PM	DEMONSTRATION OF DRIED FLOWER ARRANGING BY BETH STOCKTON
	6:00PM TO 9:00PM	OPEN HOUSE
	6:30PM	FIFE AND DRUM CORP. PERFORMANCE
	7:00PM	SENIOR CITIZEN DANCERS
	7:30PM	PRESENTATION
		REFRESHMENTS BY FRIENDS OF THE LIBRARY

DISPLAYS FOR ALL WEEK

DAR- HISTORICAL ITEMS

HISTORICAL SOCIETY- 70 YEARS OF DOLLS

ART LEAGUE- ARTS AND CRAFTS

PLUS SOME ITEMS BY INDIVIDUALS THAT ARE OF HISTORICAL SIGNIFICANCE

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VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

WELCOME! BY PAM BROWN

HISTORY OF THE LIBRARY BEGINNINGS BY PAM BROWN

PAM INTRODUCES DAVID FISCHER, PRESIDENT OF THE FRIENDS OF THE LIBRARY AND DAVID HOOVER, PRESIDENT OF THE RENSSELAER PUBLIC LIBRARY BOARD

DAVID FISCHER PRESENTS CHECKS:

CHAMBER OF COMMERCE-SPECIFICALLY FOR THE INSTALLATION OF FLAG POLE
TRI KAPPA
MENTAL HEALTH ASSOC.
AND ANY OTHERS

THANK YOU TO DONORS AND RECOGNITION OF OTHER DONORS -DAVID HOOVER

DR. GREENBERG (25.00)
ANONYMOUS (250.00)

DAVID HOOVER INTRODUCES HELEN SCANTLIN TO GROUP AND GIVES A LITTLE OF HER BACKGROUND

DAVID HOOVER INTRODUCES SHIRLEY WOOD, CHAIRPERSON FOR THE ANNIVERSARY COMM. WHO WILL PRESENT THE GIFT FROM THE TRUSTEES AND STAFF TO HELEN (DAVID SAY SO)

DAVID HOOVER UNVEILS PAINTING THAT WILL HANG IN THE LIBRARY AND IS DEDICATED TO HELEN FOR HER MANY YEARS OF SERVICE

DAVID HOOVER INTRODUCES LILLIAN FENDIG-ARTIST (IF PRESENT)

DAVID HOOVER INTRODUCES PAT(SCANTLIN) JANCO & LISA JANCO - Helen's daughter
DAVID HOOVER READS LETTER FROM MAYOR grand daughter

DAVID HOOVER INVITES ALL PRESENT TO PARTAKE OF THE REFRESHMENTS PROVIDED BY FRIENDS OF THE LIBRARY

RECOGNITION OF THE PRINT DONE BY PAT HOKINS AND THE NOTES WITH THE LIBRARY PICTURE ALSO PROVIDED BY FRIENDS

THANK YOU TO DAR, ART LEAGUE, FIFE AND DRUM CORP, GARDEN CLUB, HISTORICAL SOCIETY, SENIOR CITIZEN DANCERS, CATHERINE DORMEIRER, FLORENCE GEIB, BETH STOCKTON, AND MAX ROBINSON

Ellen Brosnahan

RENSSELAER PUBLIC LIBRARY

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VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

AGENDA

October 6, 1975

1. Minutes of September 3 meeting.
2. Bills to be allowed.
Financial report
3. Flag pole and other gifts reports
4. Budget Hearing - 3:00 p.m. Wednesday, October 15.
5. Pam's exam scheduled for 15th. rescheduled by special permission,
for the 16th.
6. Holidays for 1976 (9 paid + 12 to 3 p.m. Good Friday)

January 1	th	New Year's Day
February 16	m	Washington's Birthday
April 16	f	Good Friday (12-3)
May 31	m	Memorial Day
July 3	s	Celebration of July 4 (no pay)
July 5	m	July 4
September 6	m	Labor Day
October 25	m	Veteran's Day
November 25	th	Thanksgiving
December 24	f	$\frac{1}{2}$ day Christmas Eve
December 25	s	Christmas
December 31	f	$\frac{1}{2}$ day New Year's Eve
7. Piano
8. New check-out system (Bro Dart Sysdac II)
9. Helen's Thank You note
10. NIALSA - reference workshop certificates & Sharon's displays
workshop
11. DeMotte Friends of the Library
12. State Library celebration the 18th. of October.
13. November nomination of officers.

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

MINUTES

OCTOBER 6, 1975

7:30 P.M.

THE RENSSELAER PUBLIC LIBRARY AND JASPER COUNTY CONTRACTUAL LIBRARY TRUSTEES MET AT 7:30 P.M. ON MONDAY, OCTOBER 6 FOR THEIR MONTHLY MEETING. PRESENT WERE HANKEY, HELVIE, HOOVER, SMITH, CULP, DAUGHERTY AND WUERTHNER.

MINUTES OF THE SEPTEMBER 3 MEETING WERE APPROVED AS PRESENTED. MR. SMITH MADE THE MOTION TO APPROVE AND IT WAS SECONDED BY MR. HELVIE AND PASSED.

BILLS IN THE AMOUNT OF \$683.27 WERE PRESENTED AND MRS. HANKEY MOVED THEY BE ALLOWED: MOTION WAS SECONDED BY MR. HELVIE AND PASSED.

PAM REPORTED SOME PROBLEMS GETTING HELP WITH THE CONSTRUCTION OF A FLAG POLE. MRS. CULP VOLUNTEERED TO HELP FIND SOMEONE TO DO THE PROJECT.

PAM REPORTED THAT A NOTICE HAD BEEN RECIEVED OF THE DATE AND TIME OF THE STATE TAX COMMISSIONERS HEARING ON THE 1976 BUDGETS. THE HEARINGS WILL BE HELD AT 3:00 P.M. ON WEDNESDAY, OCTOBER 15. MR. HOOVER, MR. SMITH AND MR. WUERTHNER WILL ATTEND WITH PAM AND MARTHA DAUGHERTY (BOOKKEEPER). BECAUSE OF THE DATE OF THIS HEARING, PAM HAS MADE SPECIAL ARRANGEMENTS WITH THE STATE LIBRARY TO TAKE HER CERTIFICATION EXAM ON THE 16TH.

THE FOLLOWING 1976 HOLIDAY SCHEDULE WAS PRESENTED FOR CONSIDERATION. PAM NOTED THE ONLY DIFFERENCE WAS THE JULY 4 HOLIDAY WEEKEND. SHE PRESENTED THE SCHEDULE AS JULY 3 CLOSED; BUT NOT PAID; JULY 4 IS SUNDAY; CLOSED; AND JULY 5 CLOSED FOR THE JULY 4 HOLIDAY. POLICY CALLS FOR 9 PAID HOLIDAYS PLUS 12 TO 3 ON GOOD FRIDAY. MR. SMITH MOVED THE FOLLOWING 1976 HOLIDAYS BE ADOPTED: MR. HELVIE SECONDED AND THE MOTION PASSED.

JANUARY 1	NEW YEARS DAY
FEBRUARY 16	WASHINGTON'S BIRTHDAY
APRIL 16	GOOD FRIDAY (12 TO 3)
MAY 31	MEMORIAL DAY
JULY 3	CELEBRATION OF JULY 4 (NO PAY)
JULY 5	LEGAL JULY 4
SEPTEMBER 6	LABOR DAY
OCTOBER 25	VETERANS DAY
NOVEMBER 25	THANKSGIVING
DECEMBER 24	$\frac{1}{2}$ DAY - CHRISTMAS EVE
DECEMBER 25	CHRISTMAS
DECEMBER 31	$\frac{1}{2}$ DAY - NEW YEARS EVE

THE BOARD ASKED PAM TO TELL JULIE MAROWSKI THAT THE PIANO SHE DONATED TO THE LIBRARY WAS GREATLY APPRECIATED, BUT THAT REPAIR COSTS MADE IT IMPOSSIBLE TO ACCEPT THE GIFT.

PAM EXPLAINED THAT THE PRESENT CHECK-OUT SYSTEM (GAYLORD) IS DUE FOR RENEWAL THIS MONTH. THE COST FOR TWO CHECK-OUT MACHINES RENTAL IS \$240.00. PAM ALSO MADE A PRESENTATION ON A NEE CHECK-OUT SYSTEM (BRO-DART SYSDAC II) THE BOARD VOTED TO PAY THE GAYLORD BILL OF \$240.00 AND TAKE INTO CONSIDERATION THE NEW SYSTEM.

MR. HOOVER READ A THANK YOU NOTE FROM HELEN SCANTLIN.

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VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

PAGE 2

PAM PRESENTED TWO CERTIFICATES OF COMPLETION FOR THE NIALSA REFERENCE WORKSHOP. THESE WERE FOR SHARON SCHULENBERG AND PAM BROWN AND THEY WILL BE INCLUDED IN PERSONEL FILES. PAM EXPLAINED THAT EUNICE YEOMAN PARTICIPATED IN TWO OF THREE WORKSHOPS, BUT COULD NOT ATTEND ONE SESSION.

PAM WILL ATTEND A DEMOTTE FRIENDS OF THE LIBRARY MEETING ON OCTOBER 7. LYNN DAUGHERTY, WHO IS PRESIDENT OF THE ORGANIZATION, ASKED IF THE BOARD WOULD HAVE ANY OBJECTIONS TO THE FRIENDS MAKING INQUIRIES ABOUT BUILDINGS TO HOUSE THE DEMOTTE LIBRARY IN THE FUTURE. THE BOARD HAD NO OBJECTIONS.

PAM ANNOUNCED THAT THE STATE LIBRARY WILL BE HOLDING AN ANNIVERSARY CELEBRATION AND JESSAMYN WEST WILL BE GUEST SPEAKER. ALL BOARD MEMBERS AND STAFF MEMBERS ARE INVITED TO ATTEND.

PAM REMINDED MEMBERS THAT NOMINATION OF OFFICERS IS SCHEDULED FOR THE NOVEMBER MEETING.

MEETING ADJOURNED.

JACQUELINE BECKER - SECRETARY
DAVID H. HOOVER - PRESIDENT

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

AGENDA

NOVEMBER 3, 1975

7:30 P.M.

1. MINUTES OF OCTOBER 6 MEETING.
2. BILLS TO BE ALLOWED. FINANCIAL REPORTS.
3. REPORT ON STATE TAX HEARING OF OCTOBER 15.
4. PERSONEL - CETA AND REPLACEMENT FOR HELEN & ALETHA
5. NOMINATION OF OFFICERS (ELECTION IN DECEMBER).
6. NEW BUSINESS

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

THE RENSSELAER AND JASPER COUNTY CONTRACTUAL LIBRARY BOARDS MET AT 7:30 PM ON MONDAY NOVEMBER 3, 1975. MEMBERS PRESENT WERE: BEAMAN, BECKER, HANKEY, HELVIE, HOOVER, SMITH, WOOD, CULP, DAUGHERTY AND WUERTHNER.

MINUTES OF THE OCTOBER 6 MEETING WERE APPROVED AS DISTRIBUTED. THE MOTION WAS MADE BY MRS. HANKEY AND SECONDED BY MR. SMITH AND APPROVED.

BILLS IN THE AMOUNT OF \$1064.24 WERE PRESENTED FOR THE MONTH OF OCTOBER. MR. HELVIE MOVED THAT THESE BILLS BE ALLOWED THE MOTION WAS SECONDED BY MRS. BEAMAN AND PASSED.

PAM BROWN REPORTED ON THE BUDGET HEARING OF OCTOBER 15 BEFORE THE STATE BOARD OF TAX COMMISSIONERS. ACCORDING TO THE TAX FORULA THE COUNTY RATE WILL BE 5¢ (AN APPEAL WAS FILED TO GET THE FULL 5¢ AS RATE WOULD HAVE BEEN 3/4¢) AND 16¢ FOR THE CITY (THAT IS A REDUCTION FROM THE 18¢ ASKED) BUT NEW FIGURES CONTRIBUTED TO THE REDUCTION. THESE FIGURES ARE NOT FINAL HOWEVER UNTIL THE END OF THE YEAR.

PAM REPORTED THAT A CETA PERSON IS STILL BEING SOUGHT AND THAT SHE FELT IF A CETA PERSON WERE EMPLOYED BEFORE THE END OF THE YEAR IT WOULD NOT BE NECESSARY TO SEEK A REPLACEMENT FOR HELEN AND ALETHA UNTIL AFTER THE FIRST OF THE YEAR.

PAM REPORTED THE FLAG POLE HAS BEEN ERECTED BY MAX KOZYRA AND THE AMOUNT DUE HIM FROM THE GIFT FUND IS \$150.00. SHE ALSO NOTED THE INCREASES IN CIRCULATION AT THE THREE LIBRARIES.

MR. HOOVER OFFERED TO DRAFT A LETTER OF APPRECIATION TO ALETHA DAVISSON, WHO WILL RETIRE ON DECEMBER 31, 1975, FOR HER 13 YEARS SERVICE TO THE LIBRARY. THE LETTER WILL BE READY FOR THE NEXT BOARD MEETING.

BETTY KENNEDY ADVISED THE BOARD SHE HAS ASKED THE COUNTY COMMISSIONERS TO REPLACE HER ON THE BOARD EFFECTIVE JANUARY 1, 1976.

NOMINATIONS FOR OFFICERS FOR ELECTION IN DECEMBER ARE AS FOLLOWS:

CONTRACTUAL

PRESIDENT	LYNN DAUGHERTY
SECRETARY	SHIRLEY WOOD
TREASURER	MABEL HANKEY

CITY

PRESIDENT	DAVID HOOVER
VICE-PRES.	RALPH SMITH
SECRETARY	SHIRLEY WOOD
TREASURER	MABEL HANKEY

PAM BROWN WILL ACT AS RECORDING SECRETARY OF BOTH BOARDS. PAM WILL CHECK WITH THE STATE LIBRARY FOR A RULING ON ONE PERSON SERVING AS TREASURER OF BOTH BOARDS. IF THIS IS NOT ACCEPTABLE SANDRA CULP WILL SERVE AS TREASURER FOR THE CONTRACTUAL BOARD.

MR. WUERTHNER MOVED THE CONTRACTUAL SLATE BE ADOPTED THE MOTION WAS SECONDED BY MRS. CULP AND PASSED.

MRS. HANKEY MOVED THE CITY SLATE OF OFFICERS BE ADOPTED THE MOTION WAS SECONDED BY MR. SMITH AND PASSED.

JAQUELINE BECKER - SECRETARY

DAVID H. HOOVER - PRESIDENT

AGENDA

DECEMBER 1, 1975

1. MINUTES OF THE NOVEMBER MEETING.
2. BILLS TO BE ALLOWED
3. NEXT MEETING JANUARY 5, 1976
4. AUTHORIZATION TO MAKE NECESSARY ACCOUNT TRANSFERS TO CLOSE OUT 1975 BOOKS
5. PERSONEL
 - A. ALETHA DAVISSON LETTER
 - B. CETA PERSON
 - C. HIGH SCHOOL PROPOSAL
 - D. PAM
6. ELECTION OF OFFICERS FOR 1976

RENSSELAER PUBLIC LIBRARY

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VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

MINUTES

DECEMBER 1, 1975

7:30 P.M.

THE RENSSELAER AND JASPER COUNTY CONTRACTUAL BOARDS MET FOR THE REGULAR MONTHLY MEETING ON MONDAY, DECEMBER 1, 1975. CITY MEMBERS PRESENT WERE BECKER, HANKEY, HELVIE, HOOVER, SMITH AND WOOD. COUNTY MEMBERS PRESENT WERE DAUGHERTY AND WUERTHNER. LIBRARIAN BROWN ALSO PRESENT.

MINUTES OF THE NOVEMBER MEETING WERE DISTRIBUTED. MRS. WOOD MOVED TO APPROVE THESE MINUTES; MRS. HANKEY SECONDED THE MOTION AND MOTION PASSED.

BILLS IN THE AMOUNT OF \$1095.64 WERE PRESENTED/THIS INCLUDED \$101.98 TO POLAR REFRIGERATION FOR REPAIRS TO THE AIR CONDITIONER. MRS. HANKEY MOVED THAT THESE BILLS BE PAID; MR. HELVIE SECONDED THAT MOTION AND IT CARRIED.

MR. HELVIE MOVED TO GIVE AUTHORIZATION TO MISS BROWN AND MRS. DAUGHERTY, THE BOOKKEEPER, TO MAKE NECESSARY ACCOUNT TRANSFERS AS NEEDED. A COMPLETE LIST OF TRANSFERS MADE ARE TO BE PRESENTED TO THE BOARD MEMBERS AT THE JANUARY 5, 1976 MEETING. MR. SMITH SECONDED THE MOTION AND IT PASSED.

THE 1976 OFFICERS SLATES WERE ELECTED. IT WAS MOVED BY MRS. BECKER THAT THE CITY SLATE BE: PRESIDENT, DAVID H. HOOVER; VICE PRESIDENT, RALPH O. SMITH; RECORDING SECRETARY, PAM BROWN (LIBRARIAN); SECRETARY, SHIRLEY WOOD; TREASURER, MABLE HANKEY. THE MOTION WAS SECONDED BY MR. HELVIE AND PASSED UNANIMOUSLY.

IT WAS MOVED BY MR. WUERTHNER THAT THE COUNTY SLATE OF: PRESIDENT, LYNN DAUGHERTY; RECORDING SECRETARY, PAM BROWN (LIBRARIAN); SECRETARY, SHIRLEY WOOD AND TREASURER, MABLE HANKEY. THE MOTION WAS SECONDED BY MR. HELVIE AND PASSED UNANIMOUSLY.

PRESIDENT DAVID HOOVER THANKED BOB WUERTHNER AND BETTY KENNEDY, NOT PRESENT, FOR THEIR SERVICES TO THE LIBRARY AS BOARD MEMBERS. MR. WUERTHNER'S TERM EXPIRES DECEMBER 31 AND MRS. KENNEDY HAS ASKED TO BE REPLACED FOLLOWING THAT DATE.

PRESIDENTS DAVID H. HOOVER AND ROBERT WUERTHNER SIGNED A LETTER OF APPRECIATION TO ALETHA DAVISSON, WHO IS RETIRING DECEMBER 31 AFTER 13 YEARS SERVICE TO THE LIBRARY.

MISS BROWN REPORTED TO A CETA PERSON IS STILL BEING SOUGHT. AN APPLICANT HAS BEEN SELECTED AND HER PAPERS ARE NOW BEING EXAMINED BY CETA OFFICIALS. IF SHE IS APPROVED SHE SHOULD BE WORKING BY JANUARY 2.

THE SCHOOL HAS APPROACHED THE LIBRARY TO PROVIDE SOME STUDENTS WITH VOCATIONAL EXPERIENCE IN EXCHANGE FOR CREDIT. THE BOARD DECIDED TO TABLE THIS DISCUSSION UNTIL THE JANUARY MEETING AND ASKED THAT MISS BROWN REQUEST BERNARD HANNON TO BE PRESENT AT THE JANUARY 5, 1976 MEETING.

THE MEETING THEN WENT INTO CLOSED SESSION;

RENSSELAER PUBLIC LIBRARY

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VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

AGENDA

JANUARY 5, 1976

MINUTES OF THE DECEMBER 1, 1975 MEETING

BILLS TO BE ALLOWED \$1175.61

ACCOUNT TRANSFERS

FINANCIAL REPORTS

DECEMBER TAX DRAW HAS NOT BEEN RECIEVED

OFFICERS SIGNATURES FOR BANK

BERNARD HANNON DISCUSSION OF VOCATIONAL EXPERIENCE FOR CREDIT EXPERIMENT

NEXT MEETING FEBRUARY 2 7:30 PM

CLOSED SESSION

CETA PERSON

PART-TIME CLERK

PAM'S RESIGNATION

RENSSELAER PUBLIC LIBRARY

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VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

MINUTES

JANUARY 5, 1976

7:30 P.M.

THE RENSSELAER AND JASPER COUNTY CONTRACTUAL LIBRARY BOARDS MET AT 7:30 P.M. MEMBERS PRESENT WERE: BEAMAN, BECKER, HANKEY, HELVIE, HOOVER, WOOD, CULP AND THE LIBRARIAN, MISS BROWN.

MISS BROWN ANNOUNCED THAT THE COMMISSIONERS HAVE APPOINTED BILL JACKSON TO FILL OUT BETTY KENNEDY'S UNEXPIRED TERM ON THE CONTRACTUAL BOARD. MR. WUERTHNER'S REPLACEMENT HAS NOT BEEN NAMED AT THIS TIME.

A CHANGE WAS MADE IN THE AGENDA TO ALLOW BERNARD HANNON, DIRECTOR OF JOINT SERVICES FOR RENSSELAER SCHOOLS, TO SPEAK FIRST. MR. HANNON ASKED THAT THE BOARD RECONSIDER THE PROGRAM CONCERNING STUDENTS WORKING IN THE LIBRARY ON A PROGRAM OF VOCATIONAL EXPERIENCE FOR CREDIT PROGRAM. THE QUESTION OF INSURANCE AND LIABILITY HAD BEEN BROUGHT UP AT AN EARLIER MEETING. MR. HANNON STATED THAT THE SCHOOLS INSURANCE COVERS A STUDENT AS LONG AS CREDIT IS BEING RECEIVED BY THE STUDENT. ATTACHED IS A MEMO FROM DR. FRITCH, SCHOOL SUPERINTENDENT, REGARDING THIS PROGRAM. THE PROGRAM IS DESIGNED FOR STUDENTS WITH LEARNING HANDICAPS AND THEIR PREPARATION FOR THE JOB MARKET. MRS. BECKER MOVED THAT THE LIBRARY TAKE PART ON A TRIAL BASIS IN THE RENSSELAER SCHOOLS PILOT PROJECT OF VOCATIONAL EXPERIENCE FOR CREDIT, BEING UNDERTAKEN. MRS. BEAMAN SECONDED AND MOTION PASSED.

MINUTES OF THE DECEMBER 1, 1975 MEETING WERE PRESENTED. MRS. BECKER MOVED THAT THE MINUTES OF THE CLOSED SESSION OF DECEMBER 1 BE REMOVED. MR. HELVIE SECONDED AND MOTION PASSED. MRS. BEAMAN MOVED THAT THE REMAINING MINUTES BE APPROVED. MRS. WOOD SECONDED AND THE MOTION PASSED.

BILLS IN THE AMOUNT OF \$1175.61 WERE PRESENTED. MRS. HANKEY MOVED THESE BE ALLOWED. SECONDED BY MR. HELVIE AND PASSED.

THE FOLLOWING TRANSFERS WERE MADE IN ACCOUNTS:

\$1197.89 LIBRARIAN #11 BAL. TRANSFER TO ASSISTANTS #12
225.69 JANITORS #13 BAL. TRANSFER TO ASSISTANTS #12
129.87 PRINTING #23 BAL. TRANSFER TO BOOK RENTAL #251
25.60 BLDG. REPAIRS #24 TRANSFER TO BOOK RENTAL #251
153.11 LIBRARY SUPPLIES #321 TRANSFER TO JANITOR SUPPLIES #322
199.00 RENTS #52 BAL. TRANSFER TO INSURANCE #51
36.65 RENTS #52 BAL. TRANSFER TO DUES #54

MISS BROWN REPORTED THAT A VERY GOOD PROSPECT FOR CETA EMPLOYMENT HAS BEEN FOUND. PAPERS WILL BE SENT TO THE CETA OFFICER SOON AND HOPEFULLY THE APPLICANT WILL BE AT WORK BEFORE THE END OF JANUARY.

MISS BROWN ALSO REPORTED SHE PLANS TO BEGIN TAKING APPLICATIONS FOR THE CLERK POSITION OPENING IN MARCH. THE CLERK WOULD WORK 30 HRS. PER WEEK INCLUDING NITES AND SATURDAYS.

MISS BROWN SUBMITTED HER RESIGNATION (ATTACHED) TO THE BOARD, EFFECTIVE JUNE 30. MRS. BEAMAN MOVED TO ACCEPT THE RESIGNATION, MRS. HANKEY SECONDED AND MOTION PASSED. MR. HOOVER & MISS BROWN WILL CONTACT LIBRARY PERIODICALS, LIBRARY SCHOOLS AND THE STATE LIBRARY FOR APPLICANTS.

Cooperative School Services

RENSSELAER, INDIANA 47978

BERNARD E. HANNON
Director

DAVID L. MEDVED
Psychometrist

WILLIAM E. HAWORTH
Psychologist

January 5, 1976

— SERVING —

Benton Community School Corporation
Frontier School Corporation
Kankakee Valley School Corporation
North Newton School Corporation
Rensselaer Central School Corporation
South Newton School Corporation
Tri-County School Corporation
West Central School Corporation

TO: *Members of the County Library Board*
SUBJECT: *Work experience for high school students*
FROM: *Bernard Hannon*

It is our intention to place selected students in a variety of vocational experiences on a short term basis. Such placement shall be for experience of a nature that will be useful upon leaving the public school.

Responsibility for the student as this relates to placement, supervision and coordination of the program will be undertaken by the school. It is assumed that such courtesy, safety and direction will be given the trainee as is afforded any patron of the county library system.

In as much as the student is out of the school setting for the express purpose of educational training, protection is extended as though he were in the normal classroom situation. We are aware of your concern and most appreciative of your willingness to assist us in offering extended training to our public school students.

RENSSELAER PUBLIC LIBRARY

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VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

JANUARY 5, 1976

BOARD OF TRUSTEES RENSSELAER PUBLIC LIBRARY AND JASPER COUNTY CONTRACTUAL LIBRARY

IT IS WITH REGRET THAT I SUBMIT THIS LETTER RESIGNING MY POSITION AS LIBRARIAN EFFECTIVE JUNE 30, 1976.

THE RESIGNATION HAS BECOME NECESSARY BECAUSE OF THE PRESSURES APPLIED BY THE STATE LIBRARY ON THIS BOARD AND MYSELF BECAUSE I LACK A MASTERS DEGREE IN LIBRARY SCIENCE. AS THIS BOARD HAS ELECTED NOT TO GRANT A LEAVE OF ABSCENCE TO OBTAIN THIS DEGREE I FEEL THAT RESIGNATION IS NECESSARY IN ORDER THAT I CONTINUE MY EDUCATION.

I HAVE ENJOYED MY WORK EXPERIENCES WITHIN THE RENSSELAER-JASPER COUNTY CONTRACTUAL SYSTEM. I WANT TO EXPRESS MY THANKS TO THIS BOARD AND THE LIBRARY STAFF FOR THEIR ASSISTANCE AND GREAT COOPERATION FOR THE NEARLY FOUR AND ONE-HALF YEARS I HAVE SERVED AS LIBRARIAN. THIS WORK EXPERIENCE HAS BEEN VERY REWARDING FOR ME AND I AM CONFIDENT THAT THIS EXPERIENCE WILL BE MOST HELPFUL AS I SEEK FUTURE EMPLOYMENT.

SINCERELY,

Pamela Brown

PAMELA BROWN
LIBRARIAN

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

AGENDA

MONDAY, FEB. 2, 1976

7:30 P.M.

1. INTRODUCTION OF NEW CONTRACTUAL BOARD MEMBERS, BILL JACKSON AND DAVE RODIBAUGH.
2. FRIENDS OF THE LIBRARY BOARD OF DIRECTORS PRESENT TO ASK WHAT THEY CAN DO FOR LIBRARY.
3. MINUTES OF JANUARY 5 MEETING.
4. BILLS TO BE ALLOWED.
5. CETA - SUSAN DOTY BEGAN WORK ON WED. JAN 21.
6. CLERK - APPLICANTS AND RECOMMENDATIONS.
7. VOCATIONAL EXPERIENCE FOR CREDIT PROGRAM STUDENTS.
8. MEALS ON WHEELS.
9. ETHEL YODER, BRANCH LIBRARIAN, REQUESTS FOR INCREASE IN MILEAGE ALLOWANCE AND REQUEST BOARD ALLOW HER TO TRANSFER TO RENSSELAER IN 1977.
10. SCREENING COMMITTEE
11. ROOF - REPAIRS DONE 1/26-27/76. - REROOFING?
12. YEAR END REPORTS
13. THANK YOU TO KLEA BEAMAN FOR SERVICES TO THE LIBRARY BOARD.

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

MINUTES

FEBRUARY 2, 1976

7.30 PM

THE RENSSELAER AND JASPER COUNTY CONTRACTUAL LIBRARY BOARDS MET AT 7:30 PM ON WEDNESDAY, FEBRUARY 4 (DELAYED FROM MONDAY FEBRUARY 2 BECAUSE OF BAD WEATHER).

MEMBERS PRESENT WERE: BECKER, HANKEY, HELVIE, HOOVER, SMITH, WOOD, CULP, DAUGHERTY, JACKSON AND RODIBAUGH. ALSO PRESENT WERE MARCIA TIMBROOK, REPRESENTING FRIENDS OF THE LIBRARY AND PAM BROWN, LIBRARIAN. THE MEETING WAS CONDUCTED BY MR. HOOVER, PRESIDENT.

NEW CONTRACTUAL MEMBERS, BILL JACKSON AND DAVID RODIBAUGH, WERE INTRODUCED.

MARCIA TIMBROOK OF FRIENDS OF THE LIBRARY ASKED FOR SUGGESTIONS FROM THE BOARD FOR A 1976 PROJECT. THE SUGGESTED ITEMS INCLUDED A MICRO-FILM READER AND MICROFILM OF PAST RENSSELAER REPUBLICAN NEWSPAPERS.

MINUTES OF THE JANUARY 5, 1976 MEETING WERE APPROVED AS DISTRIBUTED. MRS. WOOD MADE THE MOTION AND MR. HELVIE SECONDED.

\$2947.27 (corrected March 1, 1976)

BILLS IN THE AMOUNT OF ~~\$2002.17~~ INCLUDING \$202.26 TO CHARLES JAMES FOR ROOF REPAIRS AND TRIMMING OF THE TREES. MRS. HANKEY MOVED THESE BE PAID; THE MOTION WAS SECONDED BY MR. SMITH AND PASSED. CONTRACTUAL OF FICERS SIGNED A CHECK FOR \$12,040 FOR 1975 SERVICE. MRS. HANKEY ASKED MISS BROWN TO TAKE THE ROOF BILL TO OUR INSURANCE COMPANY IN THE HOPE OF COLLECTING AT LEAST PART OF THE \$202.26. THE TWO CD'S AT THE STATE BANK ARE TO BE PUT ON A 90 DAY RENEWAL BASIS SO THAT THESE FUNDS ARE AVAILABLE IF FURTHER ROOF REPAIRS ARE NEEDED THIS SUMMER. MISS BROWN REPORTED THAT MR. JAMES INFORMED HER THAT THE EAVES AND DOWNSPOUTS ARE IN BAD SHAPE. HE SUGGESTED A SHEET METAL CONTRACTOR, BUT CONTRACTED FOR A FURTHER EVALUATION OF THAT SITUATION. MR. JAMES ALSO REPORTED THAT THE BRICK ON THE BUILDING ESPECIALLY IN BACK NEEDS TUCK POINTING, WATER HAS WASHED AWAY THE CEMENT AND IN A FEW PLACES BRICKS ARE READY TO FALL OUT. THE CHIMNEY IS ALSO IN NEED OF TUCK POINTING AND REPAIRS. MISS BROWN ALSO ADVISED THAT MR. JAMES DOES WINDOW WASHING, A PROJECT THAT SHOULD BE DONE IN THE SPRING.

MISS BROWN PRESENTED AN ABBREVIATED 1975 YEAR END REPORT; COPY ATTACHED.

MISS BROWN THEN REPORTED ON SOME PERSONNEL MATTERS:

(A) COMPREHENSIVE EDUCATION AND TRAINING AGENCY (CETA) HAS SUPPLIED THE LIBRARY WITH AN EMPLOYEE, SUSAN DOTY, UNTIL JUNE 30, 1976. FUNDING AFTER THAT TIME IS QUESTIONABLE.

(B) APPLICANTS FOR CLERK BEGINNING IN MARCH HAVE BEEN TAKEN AND MISS BROWN PRESENTED THE FOUR BEST PROSPECTS TO THE BOARD. REFERENCES AND EXPERIENCES ARE BEING INVESTIGATED AND A RECOMMENDATION WILL BE PRESENTED AT THE MARCH MEETING.

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VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

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(c) THE STUDENTS FROM THE HIGH SCHOOL ON THE VOCATIONAL EXPERIENCE FOR CREDIT PROGRAM HAVE PUT IN THEIR FIRST DAY AT THE LIBRARY.

(d) MRS. ETHEL YODER, BRANCH LIBRARIAN, REQUESTED AN INCREASE IN HER QUARTERLY MILAGE PAYMENT OF \$62.50. MR. HELVIE MOVED THAT THE INCREASE BE GIVEN AND MRS. BECKER SECONDED. THE MOTION WAS DEFEATED AND THE INCREASE IN MILAGE WAS NOT GRANTED. THE BOARD WAS ALSO ASKED BY MRS. YODER TO TRANSFER HER TO THE RENSSELAER LIBRARY AS OF JANUARY 1, 1977. THIS DECISION WAS DELAYED UNTIL 1977 BUDGET PREPARATION TIME.

(e) MISS BROWN REPORTED SHE WOULD BE OUT OF TOWN FEBRUARY 12 THRU 18.

18. MISS BROWN REPORTED THAT A PROGRAM OF EXTENDED LIBRARY SERVICES THRU MEALS-ON-WHEELS IS UNDER INVESTIGATION. THIS PROGRAM WOULD ALLOW PERSONS UNABLE TO GET OUT TO THE LIBRARY TO ENJOY THE SERVICES. PICK UP AND DELIVERY OF MATERIALS WOULD BE DONE BY MEALS-ON-WHEELS.

A SCREENING COMMITTEE WAS ESTABLISHED TO INTERVIEW THE PROSPECTIVE LIBRARIANS FOR THE FIRST TIME AND REPORT BACK TO THE FULL BOARD WITH THEIR EVALUATIONS. THE FULL BOARD WILL THEN EVALUATE THE CANDIDATES AND RECALL FOR A SECOND INTERVIEW THOSE CANDIDATES MOST ACCEPTABLE. THE SCREENING COMMITTEE MEMBERS ARE MR. HOOVER, MRS. DAUGHERTY AND MRS. BECKER.

DAVID H. HOOVER: PRESIDENT

PAM BROWN: RECORDING SECRETARY

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AGENDA

MARCH 1, 1976

7:30 P.M.

1. MINUTES OF THE FEBRUARY 2, 1976 CORRECTION
2. BILLS TO BE ALLOWED \$ 2149.77
 - FINANCIAL REPORTS
 - CD EVALUATION
 - MONTHLY REPORTS
3. DEMOTTE BRANCH-OLD CHARGING DESK TO BE SOLD? - NEW SHELVING
4. RECOMMENDATION FOR HIRING CLERK
5. SCREENING COMMITTEE REPORT.
 - SPECIAL MEETING DATE

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PRESENTLY WE HAVE A \$4000.00 CERTIFICATE OF DEPOSIT AT THE FARMERS & MERCHANTS BANK, \$2600.00 OF THIS IS JASPER COUNTY CONTRACTUAL MONEY THE REMAINING \$1400.00 IS RENSSELAER'S. THERE ARE TWO CD'S AT THE STATE BANK AMOUNTING TO \$2000.00 \$1400.00 BELONGS TO RENSSELAER AND \$600.00 TO JASPER COUNTY CONTRACTUAL.

IF IT BECOMES NECESSARY TO MAKE ROOF REPAIRS THE SIMPLIEST METHOD WOULD BE TO CASH IN THE TWO CD'S AT THE STATE BANK AND USE THAT \$2000.00 FOR REPAIRS. AN EXCHANGE OF VALUES WOULD MEAN THAT ONLY TWO CD'S WOULD HAVE TO BE CASHED INSTEAD OF THREE AND THEN REINVEST ONE.

THE CONTRACTUAL BOARD WOULD THEN HAVE \$3200.00 IN THE CD AT THE FARMERS BANK AND RENSSELAER WOULD HAVE \$800.00 PLUS THE \$2000.00 CASH FROM THE 2 CD'S AT THE STATE BANK.

IT IS VERY IMPORTANT THAT AS SOON AS POSSIBLE THE PURCHASE OF CERTIFICATE OF DEPOSIT WITH LIRF FUNDS BE INCLUDED IN THE BUDGET AGAIN.

MONTHLY REPORT FOR FEBRUARY 1976

CIRCULATION

RENSSELAER	3064
DEMOTTE	1414
WHEATFIELD	830

TOTAL 5308

BOOK STOCK ADDED

RENSSELAER	90 VOLUMES (3 SETS OF ENCYCLOPEDIAS COUNTS AS 3)
DEMOTTE	21 VOLUMES (1 SET OF ENCYCLOPEDIAS COUNTS AS 1)
WHEATFIELD	16 VOLUMES

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THE CLERK POSITION IS TO BEGIN MARCH 15, 1976 OR SOONER. THE WORK IS 30 HOURS PER WEEK, INCLUDING ONE FRIDAY NITE^{PER} MONTH AND EVERY OTHER SATURDAY. THE PAY IS \$2.25 PER HOUR. AFTER 1 YEAR, 2 WEEKS OF PAID VACATION IS GRANTED. SKILLS NEEDED INCLUDE TYPING AND FILING. ALSO NEEDED IS A GOOD PERSONALITY FOR WORK AT THE DESK AND OVER THE TELEPHONE. THE JOB INCLUDES PRIMARILY WORK WITH ADULTS AND YOUNG ADULTS (INCLUDING CLASSROOM VISIT).

THE FINAL THREE CANDIDATES FOR LIBRARY CLERK WERE: DEBRA KOEBECKE, JANET MAUCK AND ALLENE SMITH.

DEBRA KOEBCKE HAS BEEN TRAINED AS A DENTAL ASSISTANT AND COMES VERY HIGHLY RECOMMENDED BY HER PAST EMPLOYER AND BY THOSE LISTED AS HER PERSONAL REFERENCES. DEBRA HAS A VERY VIBRANT PERSONALITY.

JANET MAUCK'S PERSONAL AND ACADEMIC REFERENCES WERE EQUALLY AS STRONG. JANET PRESENTED HERSELF WELL AND I WAS IMPRESSED BY HER CANDIDATE'S LETTER. SHE HAS A DEGREE IN ELEMENTARY EDUCATION, HOWEVER HER STUDENT TEACHING EVALUATION SHOWS A LACK OF CLASSROOM CONTROL AND SHE ALSO HAD LOW MARKS IN JUDGEMENT, SELF-RELIANCE AND ADAPTABILITY.

ALLENE SMITH IS A FORMER LIBRARY EMPLOYEE, SERVING AS CHILDREN'S LIBRARIAN FROM AUGUST 1966 THRU DECEMBER 1971. SHE HAD NOT PLANNED TO STAY BEYOND AUGUST 1971, BUT STAYED ON TO HELP ME DURING MY FIRST FOUR MONTHS. I WAS VERY SATISFIED WITH HER WORK. THERE WAS AT THE TIME A PROBLEM CONCERNING THE TIME SHE NEEDED OFF TO ACCOMPANY HER HUSBAND TO CERTAIN CONFERENCES. ALLENE HAS ASKED, IF SHE IS HIRED, TO BE REINSTATED WITH HER FIVE YEARS & FOUR MONTHS SENIORITY OR SOME PORTION OF THAT SENIORITY.

I AM RECOMMENDING THAT ALLENE SMITH BE HIRED AS LIBRARY CLERK. I FEEL THAT ALLENE'S EXPERIENCE WILL MEAN A MINIMUM TRAINING PERIOD. WE WILL HAVE AN EXPERIENCED EMPLOYEE AT A MUCH QUICKER RATE THAN IF WE HIRED THE OTHER APPLICANTS. ALLENE IS GOOD WITH PEOPLE AND KNOWS MANY THROUGH HER WORK WITH WELCOME WAGON AND OTHER ORGANIZATIONS. SHE ALSO HAS WORKED WITH THE MAJORITY OF OUR STAFF PREVIOUSLY. I AM HOPEFUL THAT SINCE REV. SMITH IS NO LONGER A GOVERNOR OF ROTARY THAT TIME OFF FOR TRAVELING WILL NO LONGER BE A PROBLEM. THIS IS MY ONLY CONCERN IN RECOMMENDING ALLENE.

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VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

March 1, 1976

Monday

7:30 P.M.

The Rensselaer-Jasper County Contractual Boards met at 7:30 p.m. on Monday March 1, 1976. Members present were Becker, Culp, Daugherty, Hankey, Hoover, Jackson, Rodibaugh, and Wood.

Minutes of the February meeting were presented, Miss Brown had a correction in paragraph 6 it should read *Bills in the amount of \$ 2947.27... One bill for \$55.90 was not typed on list but was included in the total, that bill is included in the Gaylord bill for March. Mr. Hoover also asked that Miss Brown retype her February minutes deleting a portion of the last paragraph. Mrs. Hankey moved that the minutes be approved with these corrections. Mrs. Wood seconded the motion and it carried.

Bills in the amount of \$2149.77 were presented. Mrs. Becker moved and Mrs. Hankey seconded a motion to approve these for payment. Motion carried. Miss Brown presented a review of the Certificates of Deposit holdings of each Board and proposed a method of value exchange if roof repairs are needed. Copy attached.

Miss Brown and Mrs. Daugherty reported to the Board of shelving that Friends of the Library aquired for the DeMotte Branch. They are in the process of painting the shelving which will add much needed space. The question of keeping the old charging desk as a work area or trying to sell it was also brought up. The Board decided to keep the desk for future use.

Miss Brown presented and evaluation of the final three candidates for the Clerk's position beginning March 15, 1976. She recommended that the Board hire Mrs. Allene Smith a past employee because her training period would be shorter. Mrs. Smith had asked if it would be possible for her to be reinstated with her five years four months seniority or a portion of it intact. The Board members felt that since Mrs. Smith would be working in a different capacity in the Library no seniority would be reinstated. Miss Brown is also to advise Mrs. Smith that she is being hired subject to all articles in the Staff Policy except Article XXII (22) concerning vacations, that Policy is suspended pending review by the Board. Mrs. Becker moved that Mrs. Smith be hired and that she be notified of the seniority and vacation stipulations, Mrs. Wood seconded and the motion carried.

Mr. Hoover reported that the Screening Committee has interviewed two persons for the Head Librarian position and that there are more interviews already scheduled or in the process of being scheduled. Mr. Hoover also asked all Board members to meet at 7:00 p.m. on Monday March 29, 1976 for a special meeting concerning these applicants.

Miss Brown reported having written a letter to NIALSA stating our withdrawal effective December 30, 1976 if pro rate sharing of expenses were initiated for 1977. The letter was ready for signatures at tonights meeting. However, a letter from Edwin A. Johnson, President of NIALSA was received today stating that third year (1977) funding has been approved. Our letter of withdrawal is not needed since NIALSA plans to continue in 1977 on the present rate.

Mr. Hoover asked the following members to serve on the Budget preparation committee : Ralph Smith, Chairman, Sandra Culp, Mabel Hankey, Lynn Daugherty, Dave Hoover.

Dave Hoover, President
Pam Brown, Recording Secretary

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RENSSELAER, INDIANA 47978

AGENDA

APRIL 5, 1976

MINUTES OF THE MARCH 1, 1976 MEETING-THESE WERE MAILED OUT

BILLS TO BE ALLOWED-\$2208.75

FINANCIAL REPORTS

CERTIFICATES OF DEPOSIT

I THINK WE NEED TO BORROW \$3000.00 FOR 90 DAYS TO CARRY US UNTIL DRAW

REPORT OF SCREENING COMM. FOR HEAD LIBRARIAN

ROOFING REPAIRS

GIFTS-JAYCEE WIVES CHILDREN'S ROOM FURNITURE AND BOOKS =\$193.59

JAYCEES \$55.00

NATIONAL LIBRARY WEEK APRIL 4-10

CRAFT PRESENTATIONS FOR THE NEXT TWO WEEKS

DEMOTTE SHELVING IS BEING PAINTED BOOKS WILL BE ON SOON

BUDGET COMM.

MAY 26 AND 27 BUDGET CLINICS

\$800,000 FROM STATE FUNDING FOR PUBLIC LIBRARIES OUR SHARE?

LETTERS REC. 4/5/76 WILL ADD ABOUT \$10,000.00 TO THE BUDGET FOR 1977

RENSSELAER PUBLIC LIBRARY

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VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

MINUTES

APRIL 5, 1976

7:30 P.M.

THE RENSSELAER-JASPER COUNTY CONTRACTUAL LIBRARY BOARD MEMBERS MET MONDAY, APRIL 5, 1976 AT 7:30 P.M. AT THE LIBRARY.

MEMBERS PRESENT WERE: BEAMAN, BECKER, HANKEY, HELVIE, HOOVER, SMITH, WOOD, CULP, DAUGHERTY AND JACKSON.

MINUTES OF THE MARCH 1, 1976 MEETING WERE APPROVED AS CIRCULATED ON A MOTION BY MRS. HANKEY, SECONDED BY MRS. BECKER AND PASSED.

BILLS IN THE AMOUNT OF \$2208.75 WERE PRESENTED; MRS. BECKER MOVED THESE BE APPROVED FOR PAYMENT. MR. SMITH SECONDED AND MOTION PASSED. MISS BROWN RECOMMENDED THAT THE BOARD ACQUIRE A TEMPORARY LOAN OF \$3000.00 UNTIL THE TAX DRAW IS RECIEVED IN JUNE. MR. HELVIE MOVED THAT MRS. HANKEY AND MR. HOOVER BE AUTHORIZED TO NEGOTIATE THIS LOAN FOR UP TO NINETY (90) DAYS. MR. SMITH SECONDED THE MOTION AND IT PASSED. MRS. CKLP SUGGESTED THAT AFTER JUNE THE 'SKY ROBINSON' GIFT FUND MONEY BE PLACED IN A SAVINGS ACCOUNT TO DRAW INTEREST. THESE FUNDS HAVE PREVIOUSLY BEEN TENATIVELY SET ASIDE FOR THE PURCHASE OF A NEW CARD CATALOG.

TERESA HAWKEY HAS ACCEPTED THE POSITION AS HEAD LIBRARIAN AND WILL BEGIN WORK ON JUNE 1, 1976.

SEVERAL ESTIMATES ON ROOF REPAIR WERE EXAMINED BECAUSE OF THE VARIENCE IN PRICES, MISS BROWN WILL ASK KEN MITCHELL OR THE DONELLEY'S MILL TO CHECK THE ROOF AND GIVE AN OPINION ON WHAT NEEDS TO BE DONE. THE DISCUSSION OF ROOF REPAIRS WAS TABLED UNTIL NEXT MEETING. MR. HOOVER WILL APPOINT A BUILDING MAINTANCE COMMITTEE AT THE NEXT MEETING.

A DISCUSSION WAS HELD ON POLICY #22 CONCERNING VACATIONS OF NON-PROFESSIONALS. THIS ITEM WAS ALSO TABLED FOR THE NEXT MEETING.

THE DEMOTTE FRIENDS OF THE LIBRARY ARE GOING TO DONATE \$200.00 FOR THE PURCHASE OF BOOKS FOR THAT LIBRARY. THE JAYCEE WIVES DONATED FURNITURE AND BOOKS FOR THE CHILDREN'S ROOM AT RENSSELAER IN THE AMOUNT OF \$193.59. THE JAYCEES DONATED \$55.00 FOR THE GIFT FUND.

MISS BROWN REMINDED BOARD MEMBERS THAT NATIONAL LIBRARY WEEK IS APRIL 4 THRU 10 AND REPORTED PLANS FOR THE CRAFTS BEING DEMONSTRATED THAT WEEK AND THE FOLLOWING WEEK.

MEETING WAS ADJOURNED AND THE BUDGET COMMITTEE HELD A SHORT SESSION. NEXT MEETING WILL BE MONDAY, MAY 3, 1976 AT 7:30 P.M.

RENSSELAER PUBLIC LIBRARY

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VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

AGENDA

MAY 3, 1976

7:30PM

1. MINUTES OF THE APRIL 5, 1976 MEETING
2. BILLS TO BE ALLOWED-\$2932.68 TO BE PAID AFTER DRAW COMES FROM AUDITOR'S OFFICE
FINANCIAL REPORTS
3. RESIGNATION OF JAQUELINE BECKER AND LETTER OF COMMENDATION.
4. POLICY CHANGES VACATION AND JURY DUTY
5. ROOFING REPAIRS, TUCK POINTING, EAVES AND GUTTERS AND WINDOWS NEED WASHING
6. MAINTENCE COMM. MABEL HANKEY, WILLIAM JACKSON AND RICHARD HELVIE
7. SUMMER HOURS 9:00-5:00 MON., TUES., WED., AND THURS.
9:00-8:00 FRI.
9:00-3:00 SAT.
CLOSED JUNE 1-5
JUNE 6 TO SEPT. 11
8. REP. WALT ROORDA REPORTS THAT THE RENSSELAER SHARE OF THE \$800,000 FOR LIBRARIES
WILL BE \$1571.21 AND THE JASPER COUNTY CONTACTUAL SHARE WILL BE \$879.60
9. CETA, IF FULLY FUNDED FOR 1976-77 WILL PROVIDE FOR ONE PART-TIME PERSON FOR
EACH BRANCH EITHER IN JULY OR OCTOBER.
10. I WILL BE GONE MAY 6-7-10-27- AND 28

THE RENSSELAER- JASPER COUNTY CONTRACTUAL LIBRARY BOARD MEMBERS MET MONDAY MAY 3, 1976 AT 7:30 P.M. IN THE LIBRARY.

MEMBERS PRESENT WERE: BEAMAN, HANKEY, HELVIE, SMITH, WOOD, CULP, DAUGHERTY, AND RODIBAUGH. MISS BROWN, LIBRARIAN, WAS ALSO PRESENT. MR. SMITH CONDUCTED THE MEETING IN THE ABSENCE OF MR. HOOVER.

MINUTES OF THE APRIL 5, 1976 MEETING WERE PRESENTED. MR. HELVIE MOVED THAT THE MINUTES BE ACCEPTED, THE MOTION WAS SECONDED BY MRS. HANKEY AND PASSED.

BILLS TO BE ALLOWED WERE PRESENTED THE TOTAL BILLS WERE \$2932.68 PLUS \$140.75 FROM THE GIFT FUND. MRS. WOOD MOVED THAT THESE BILLS BE PAID WHEN AN EARLY DRAW IS RECEIVED FROM THE AUDITOR'S OFFICE. MR. HELVIE SECONDED THE MOTION AND IT PASSED.

MRS. JAQUELINE BECKER HAS RESIGNED HER APPOINTMENT AS A MEMBER OF THE LIBRARY BOARD OF TRUSTEES. MRS. BECKER HAS ASKED THE SCHOOL BOARD TO REPLACE HER AS SOON AS POSSIBLE. MRS. WOOD MOVED THAT A LETTER OF COMMENDATION BE SENT TO MRS. BECKER FOR HER SERVICES TO THE LIBRARY. MRS. BEAMAN SECONDED THE MOTION AND IT PASSED UNANIMOUSLY. MISS BROWN WILL WRITE THE LETTER AND MR. HOOVER WILL SEND IT TO MRS. BECKER.

ROOF REPAIRS WERE DISCUSSED. IT WAS DECIDED TO PUT THE C.D.'S BACK ON A ONE YEAR RENEWAL SINCE THEY CAN NOT BE USED FOR ROOF REPAIRS. A BUILDING MAINTENANCE COMMITTEE WAS ESTABLISHED; MABEL HANKEY, BILL JACKSON AND RICHARD HELVIE WILL INVESTIGATE ROOF REPAIRS, TUCK-POINTING WALLS AND A CHIMNEY AND WINDOW WASHING.

THE BUDGET COMMITTEE PRESENTED THREE BUDGETS DRAWN UP BY MISS BROWN. AFTER DISCUSSION THE BOARD DECIDED TO GO WITH BUDGET A (COPY ATTACHED), WHICH IS \$90,000.00 FOR OPERATION. MRS. DAUGHERTY WILL ATTEND THE BUDGET CLINIC ON MAY 26 WITH MR. SMITH, MISS HANKEY AND MISS BROWN. MISS BROWN REPORTED THAT REP. WALT ROORDA HAS ANNOUNCED THAT THE RENSSELAER SHARE OF THE \$800,000 FOR LIBRARIES WILL BE \$1571.21 AND THE CONTRACTUAL SHARE WILL BE \$879.60. MISS BROWN ALSO ANNOUNCED THAT CETA, IF FULLY FUNDED FOR 1976-77 WILL PROVIDE FOR ONE PART-TIME PERSON FOR EACH BRANCH EITHER IN JULY OR OCTOBER.

THE BOARD ASKED THAT A NEW PLANNING COMMITTEE BE ESTABLISHED TO PROVIDE A GUIDELINE FOR ACTIVITIES, FINANCES AND PROGRAMS FOR THE NEXT 10 YEARS.

MISS BROWN ANNOUNCED THE SUMMER HOURS JUNE 6 THRU SEPTEMBER 11: 9:00 - 5:00 MONDAY, TUESDAY, WEDNESDAY AND THURSDAY; 9:00 - 8:00 FRIDAY AND 9:00 TO 3:00 SATURDAY. THE LIBRARY WILL BE CLOSED JUNE 1 THRU 5. MISS BROWN WILL BE OUT OF TOWN MAY 6, 7, 10, 27 AND 28.

AFTER LENGTHLY DISCUSSION THE FOLLOWING CHANGES WERE MADE IN THE STAFF POLICY: MRS. HANKEY MOVED AND MRS. WOOD SECONDED THE MOTION TO CHANGE ARTICLE VI TO READ: "WORKING SCHEDULES, VACATION SCHEDULES, JOB ASSIGNMENTS AND GENERAL FUNCTIONS SHALL BE THE EXCLUSIVE RESPONSIBILITY OF THE HEAD LIBRARIAN."

MRS. WOOD MOVED AND MRS. HANKEY SECONDED THAT ARTICLE X BE CHANGED TO READ: "LIBRARY STAFF MAY BE GRANTED LEAVE OF ABSENCE WITH PAY FOR JURY DUTY. PAY UNDER SUCH CIRCUMSTANCES SHALL BE DETERMINED AS THE DIFFERENCE BETWEEN THE REGULAR WAGES FOR ACTUAL WORKING HOURS MISSED AT THE LIBRARY AND THE AMOUNT RECEIVED FOR JURY DUTY."

"TO RECIEVE PAY FROM THE LIBRARY, THE STAFF MEMBER MUST FURNISH EVIDENCE OF SUCH DUTY (USUALLY A SUBPOENA) AND THE AMOUNT PAID BY THE COURT."

MRS. HANKEY MOVED AND MRS. BEAMAN SECONDED THE MOTIONS THAT ARTICLE XXII BE CHANGED TO READ:

"VACATIONS SHALL BE GRANTED TO STAFF MEMBERS AS FOLLOWS:

- A. NON-PROFESSIONALS (FULL TIME) AFTER ONE YEAR OF SERVICE - 1 WEEK WITH PAY. AFTER 2 YEARS OF SERVICE - 2 WEEKS WITH PAY. AFTER 5 YEARS OF SERVICE - 3 WEEKS WITH PAY.
- B. NON-PROFESSIONALS (PART TIME) AFTER ONE YEAR OF SERVICE - 1 WEEK NO PAY. AFTER TWO YEARS OF SERVICE - 2 WEEKS NO PAY.
- C. ASSISTANT TO THE LIBRARIAN: AFTER ONE YEAR OF SERVICE - 1 WEEK WITH PAY. AFTER 2 YEARS OF SERVICE - 2 WEEKS WITH PAY. AFTER 5 YEARS OF SERVICE - 3 WEEKS WITH PAY.
- D. SEMI-PROFESSIONAL/PROFESSIONAL (LIBRARIAN I, II, III & IV).
LIBRARIAN: AFTER ONE YEAR OF SERVICE - 2 WEEKS WITH PAY. AFTER FIVE YEARS OF SERVICE - 3 WEEKS WITH PAY.
HEAD LIBRARIAN: AFTER ONE YEAR OF SERVICE - 3 WEEKS WITH PAY. AFTER FIVE YEARS OF SERVICE - 4 WEEKS WITH PAY.

THIS POLICY WILL APPLY TO MRS. SMITH WHO WAS HIRED IN FEBRUARY, ALL NEW EMPLOYEES AFTER THIS DATE AND ALL EMPLOYEES AS OF JANUARY 1, 1977.

MR. HELVIE MOVED AND MRS. WOOD SECONDED THE MOTION TO ADD ARTICLE XXV TO THE STAFF POLICY: "THE BOARD OF TRUSTEES RESERVES THE RIGHT, BECAUSE OF CHANGES IN CONDITIONS OR THE FINANCIAL SITUATION OF THE LIBRARY, TO ALTER OR AMEND THESE POLICY STATEMENTS AS NEEDED."

AGENDA

JUNE 7, 1976

7:30PM

1. WELCOME NEW TRUSTEE COLLEEN CHALLIS
2. WELCOME NEW LIBRARIAN TERI HAWKEY
3. MINUTES OF THE MAY 3 MEETING
4. BILLS TO BE ALLOWED AND FINANCIAL REPORTS
5. REPORT OF THE ROOFING COMM.
6. REPORT FROM THE BUDGET CLINIC HELD MAY 26
7. GIFTS ROTARY 250.00 AND BATHTUB
8. PAM'S VACATION TIME OR PAID
9. SET NEXT MEETING DATE MONDAY JULY 5 IS A HOLIDAY WOULD WED. JULY 7 BE O.K.
10. PLANNING COMM. APPOINTMENTS LYNN DAUGHERTY
COLLEEN CHALLIS
SANDRA CULP
DAVE RODIBAUGH
RALPH SMITH
SHIRLEY WOOD

Minutes

June 7, 1976

:30 p.m.

The Rensselaer-Jasper County Contractual Library Board members met Monday June 7, 1976 at 7:30 p.m. in the Library.

Members present were: Challis, Culp, Hankey, Daugherty, Helvie, Hoover, Jackson, Rodibaugh, Smith and Wood. Also present were Pam Brown and Teri Hawkey Librarians. New Board member Colleen Challis was welcomed, she will fill out the term of Jaqueline Becker, which runs until June 30, 1978. Teri Hawkey, the new Librarian was also welcomed she will work with Pam Brown thru June 30 and then assume full responsibility for the operations of the Library.

Minutes of the May 3, 1976 meeting were distributed Mrs. Hankey moved that the minutes be approved, Mr. Helvie seconded the motion and it was passed.

Bills in the amount of \$1012.80 were presented for board approval. Mrs. Wood moved that these be paid Mr. Smith seconded the motion and they were approved.

Mabel Hankey reported that the Roofing Committee is currently investigating the estimates that have been submitted. The bids generally fall in the area of \$1260.00 to \$2865.00.

Ralph Smith, Teri Hawkey, Martha Daugherty and Pam Brown attended a Budget clinic held in Chesterton on May 26. They reported on the budget procedure and items discussed at the clinic. Pam will call a Budget meeting when figures are available from the Auditor's office. The official state figures for our share of the \$ 800,000 are Jasper County Contractual \$ 879.60 and Rensselaer \$1571.21.

Pam Brown reported the following gifts were presented to the Library \$250.00 from Rotary and a claw-footed bathtub from Mr. Wm. Axem. The tub is going to be carpeted to make a reading station for children. The carpet has been purchased from Hoover House at half price. The work to carpet the tub is being donated.

Pam Brown requested one week of pay for the one week vacation that she was entitled to but will be unable to get in before June 30, 1976. Ralph Smith, moved that one weeks pay of \$176.92 minus taxes be paid Pam on June 30. Mabel Hankey seconded the motion and it was passed.

The next meeting would normally fall on Monday July 5, since that is a holiday the meeting will be Monday July 12 at 7:30 p.m.

David Hoover, President, asked the following members to serve on the Planning Committee: Lynne Daugherty, (chairman) Colleen Challis, Sandra Culp, Dave Rodibaugh, Ralph Smith, and Shirley Wood.

MINUTES
JULY 12, 1976
7:30 PM

THE RENSSELAER-JASPER COUNTY CONTRACTUAL LIBRARY BOARD MET MONDAY, JULY 12 AT 7:30 PM IN THE LIBRARY. MEMBERS PRESENT WERE CHALLIS, CULP, HANKEY, HELVIE, HOOVER, JACKSON, SMITH AND WOOD.

MINUTES OF THE JUNE 7, 1976 MEETING WERE DISTRIBUTED. MRS. WOOD MOVED THAT THE MINUTES BE APPROVED. MRS. HANKEY SECONDED THE MOTION AND IT WAS PASSED.

BILLS IN THE AMOUNT OF \$1,816.57 WERE PRESENTED FOR THE BOARD'S APPROVAL. MR. SMITH MOVED THAT THESE BE PAID. MR. HELVIE SECONDED THE MOTION AND THEY WERE APPROVED.

THE BOARD WAS PRESENTED WITH A FINAL COPY OF THE 1977 BUDGET BY THE BUDGET COMMITTEE. THE FINAL BUDGET ESTIMATE IS \$95,5000. AFTER DISCUSSION, THE BOARD AGREED TO SUBMIT THE BUDGET WITHOUT ALTERATIONS.

THE ROOFING COMMITTEE REPORTED THAT THE LOWEST ESTIMATE FOR ROOFING WORK WAS FROM CHARLEY LOWE FOR THE AMOUNT OF \$1210.00. HE WILL WORK ON THE ROOF AFTER AUGUST 1, WHEN OUR SHARE OF THE STATE APPROPRIATION IS RECEIVED.

TERIS HANKEY REPORTED THAT JOSEPHINE SARGENT WILL NO LONGER BE DOING JANITORIAL WORK IN THE LIBRARY BECAUSE OF BAD HEALTH. SUSAN DOTY'S CETA STATUS CHANGED FROM CETA VI TO CETA II AS OF JULY 11.

TERI HAWKEY REMINDED THE BOARD OF SEVERAL UPCOMING EVENTS, INCLUDING LITTLE COUSIN JASPER DAYS SEPTEMBER 10-11, THE NIALSA TRUSTEE WORK SHOP WHICH WILL BE HELD OCT. 19, 3-8PM, PROBABLY AT THE CARSON INN, AND THE DISTRICT MEETING AT THE MERRILLVILLE HOLIDAY INN, OCT. 5. THE PUBLIC BUDGET HEARING WILL BE SEPT 1.

THE DATE OF THE NEXT MEETING WAS SET FOR AUG. 3.

TERI HAWKEY REPORTED THE GIFT OF A USED REFRIGERATOR FROM WJCK. IT WILL BE PLACED IN THE ART ROOM AND USED BY STAFF MEMBERS.

MINUTES

AUGUST 2, 1976

THE RENSSELAER-JASPER COUNTY CONTRACTUAL LIBRARY BOARD MET ON MONDAY, AUGUST 2 AT 7:30 PM IN THE LIBRARY. MEMBERS PRESENT WERE BEAMAN, CHALLIS, DAUGHERTY, HANKIE, HELVIE, HOOVER, SMITH & WOOD

MINUTES OF THE JULY 12 MEETING WERE DISTRIBUTED. MRS. HANKEY MOVED THAT THE MINUTES BE ACCEPTED. MR. SMITH SECONDED THE MOTION AND IT WAS PASSED.

BILLS IN THE AMOUNT OF \$2,187.45 WERE PRESENTED FOR THE BOARD'S APPROVAL. MRS. WOOD MOVED THAT THESE BE PAID. MR. SMITH SECONDED THE MOTION AND THE BILLS WERE APPROVED.

MS. HAWKEY PRESENTED THE JASPER COUNTY CONTRACTUAL BOARD WITH THE PAPERS NECESSARY FOR MEMBERSHIP IN NIALSA. ACCORDING TO THE NIALSA OFFICE, A COUNTY CONTRACTUAL LIBRARY IS A SEPARATE LEGAL ENTITY AND THEREFORE MUST SIGN SEPARATE MEMBERSHIP PAPERS. THE COUNTY BOARD SIGNED THESE FORMS.

MS. HAWKEY REQUESTED THAT THERE BE A \$1 FEE FOR USE OF THE LIBRARY'S PROJECTOR, TO HELP DEFRAY COSTS OF REPLACEMENT BULBS, ETC. AND TO PROMOTE BETTER CARE OF THE MACHINE. MR. HELVIE MOVED THAT THIS BE ALLOWED AND MRS. CHALLIS SECONDED THE MOTION. IT WAS PASSED.

MS. HAWKEY PRESENTED THE BOARD WITH INFORMATION CONCERNING THE PURCHASE OF A COPY MACHINE AND THE COSTS OF OUR PRESENT MACHINE. IT WAS DECIDED TO RAISE THE PRICE OF COPIES ON THE PRESENT MACHINE TO 15¢ EACH TO HELP DEFRAY THE COSTS OF LIBRARY USE OF THE MACHINE. MRS. HANKEY MADE THE MOTION, MRS. BEAMAN SECONDED, AND THE MOTION WAS PASSED.

MS. HAWKEY INQUIRED AS TO THE PROPER USE OF REVENUE FROM THE BOOKS SALE. THE BOARD REQUESTED THAT SHE GET IN TOUCH WITH THE STATE LIBRARY TO DETERMINE HOW THIS MONEY MAY BE USED.

THE BOARD WAS INFORMED ABOUT THE LATEST DEVELOPMENTS IN THE PLANNING OF THE LITTLE COUSIN JASPER DAYS FESTIVAL.

THE CIRCULATION REPORT FOR THE MONTH OF JULY WAS PRESENTED. CIRCULATION WAS DOWN BY NINETEEN VOLUMES FROM LAST YEAR.

MS. HAWKEY EXPLAINED TO THE COUNTY BOARD MEMBERS THE REASONS WHY THEY ARE NOT ALLOWED TO VOTE ON MOST ISSUES BEFORE THE BOARD. THEY ARE ALLOWED TO VOTE ON MATTERS CONCERNING THE COUNTY, BUT SINCE THE COUNTY PAYS THE CITY FOR LIBRARY SERVICE, MOST MATTERS BECOME CITY CONCERNS INSTEAD OF COUNTY CONCERNS.

MS. HAWKEY REMINDED THE BOARD OF SEVERAL UPCOMING EVENTS AND BUDGET FORMS #4 AND #1 WERE SIGNED.

MRS. WOOD READ A THANK-YOU NOTE FROM PAM BROWN.

AGENDA

SEPTEMBER 1, 1976

1. MINUTES
2. ~~BILLS~~ TO BE ALLOWED AND FINANCIAL REPORT
3. ROOF WORK REPORT *Is reported*
4. COPY MACHINE PRICE HIKE
5. INFORMATION FOR PLANNING COMMITTEE
6. USE OF BOOK SALE MONEY
7. LITTLE COUSIN JASPER PLANS
8. CIRCULATION REPORT
9. REMINDERS
TRUSTEE WORKSHOP 3-8 PM OCT 19
NEXT MEETING OCT 4
DISTRICT MEETING OCT 5
BUDGET HEARING SEPT 13; 2:30 & 2:45 PM
10. SIGN BUDGET FORMS
11. PUBLIC HEARING

Minutes

September 1, 1976

The Rensselaer - Jasper County Contractual Library Board met on September 1, 1976 in the Library. Members present were Beaman, Challis, Dautherty, Hankey, Helvie, Hoover, Smith, and Wood.

Minutes of the August 2 meeting were distributed Mr. Smith moved that they be approved and Mrs. Beaman seconded the motion which was passed. Bills in the amount of \$ 2038.32 were presented for the board's approval Mrs. Wood moved that these be paid Mrs. Hankey seconded the motion and the bills were approved.

Ms. Hawkey reported on the progress of the roof work and on the price hike for the copy machine. We will not be able to raise the price of copies because Xerox retains control of our machine and standardizes copy prices.

Ms. Hawkey reported on the proper use of book sale money and the Library Staff's plans for Little Cousin Jasper Days. The Library will be closed Friday night September 10 and Saturday September 11.

She also reminded the board of several upcoming events and the date of the next meeting was set for October 5

The 1977 budget forms were signed and time for public hearing was allotted.

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

AGENDA

SEPTEMBER 27, 1976

1. PETITION AND RESOLUTION TO APPEAL BUDGET
2. HOLD OCTOBER MEETING OR POSTPONE?
3. MINUTES
4. BILLS TO BE ALLOWED & FINANCIAL REPORT
5. TERI'S CERTIFICATION
6. LETTER FROM PULASKI Co. PUBLIC LIBRARY
7. LITTLE COUSIN JASPER REPORT
8. USE OF LITTLE COUSIN JASPER FUNDS
9. GIFT: PORTRAIT OF HON. CHARLES HALLECK
10. USE OF DEMOTTE LIBRARY AS POLLING PLACE.
11. BUILDING AVAILABILITY IN DEMOTTE
12. SUGGESTIONS FOR USE OF DEMOTTE GIFT FUND
13. PLANNING COMMITTEE MEETING

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

MINUTES

SEPTEMBER 27, 1976

THE RENSSELAER JASPER COUNTY CONTRACTUAL LIBRARY BOARD MET ON MONDAY EVENING, SEPTEMBER 27 AT 7:30 P.M. IN THE LIBRARY. MEMBERS PRESENT WERE CHALLIS, DAUGHERTY, HANKEY, HELVIE, HOOVER, RODIBAUGH, AND SMITH.

THE PETITION AND RESOLUTION TO APPEAL THE 1977 BUDGET WERE PRESENTED AND EXPLAINED BY MS. HAWKEY. THE BOARD APPROVED AND SIGNED THESE FORMS AND AGREED TO CONTINUE WITH THE MEETING.

MINUTES OF THE SEPTEMBER 1 MEETING WERE READ. MRS. HANKEY MOVED THAT THESE BE ACCEPTED MR. SMITH SECONDED AND THE MOTION WAS PASSED.

BILLS IN THE AMOUNT OF 1404.70 WERE PRESENTED. MR. HELVIE MOVED THAT THESE BE PAID, MRS. CHALLIS SECONDED, THE MOTION WAS PASSED.

MS. HAWKEY REPORTED THAT HER PERMANENT LIBRARIAN CERTIFICATION 111 WAS RECEIVED.

MS. HAWKEY READ A LETTER RECEIVED FROM THE PULASKI COUNTY PUBLIC LIBRARY REGARDING SERVICE TO THE YOUTH CAMP IN THE JASPER PULASKI COUNTY GAME PRESERVE. AFTER SOME DISCUSSION THE BOARD DECIDED NOT TO ATTEMPT SERVICE BECAUSE OF LACK OF PERSONNEL & FUNDS.

MS. HAWKEY REPORTED ON THE PROGRESS OF THE LITTLE COUSIN JASPER FUND, AND WILL PRESENT ESTIMATES ON A NEW CIRCULATION SYSTEM AND CARPETING AT THE NEXT MEETING. MR. HOOVER SUGGESTED WHEN THE FINAL LIST OF DONORS IS COMPILED EACH RECEIVE AN INDIVIDUAL THANK-YOU NOTE.

MS. HAWKEY REPORTED ON A GIFT OF A PORTRAIT OF HONORABLE CHARLES A. HALLECK

THE BOARD APPROVED THE USE OF THE DEMOTTE LIBRARY AS A VOTING LOCATION.

MS. HAWKEY REPORTED ON THE AVAILABILITY OF ST. CECILIA'S CHURCH IN DEMOTTE. THE BOARD WILL INVESTIGATE FURTHER.

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

AGENDA

NOVEMBER 1, 1976

1. MINUTES
2. BILLS TO BE ALLOWED AND FINANCIAL REPORT
3. DEMONSTRATION OF CIRCULATION SYSTEM (BRO-DART SYSDAC II)
4. ESTIMATES FOR CARPETING
5. LETTER OF APPRECIATION FOR MRS. BEAMAN
6. 1977 HOLIDAY SCHEDULE

JAN. 1	SA	NEW YEARS DAY
FEB. 21	M	WASHINGTON'S BIRTHDAY
APRIL 8	F8	GOOD FRIDAY (CLOSED 12-3)
MAY 30	M.	MEMORIAL DAY
JULY 4	M	INDEPENDENCE DAY
SEPT. 5	M	LABOR DAY
OCT. 24	M	VETERAN'S DAY
NOV. 24	TH	THANKSGIVING
DEC. 24	SA	$\frac{1}{2}$ DAY CHRISTMAS EVE.
DEC. 31	SA	$\frac{1}{2}$ DAY NEW YEARS' EVE.

7. NEW PERSONNEL
8. PERSONNEL FOR BRANCHES
9. REPORT OF BUDGET COMMITTEE
10. NEXT MEETING MONDAY, DECEMBER 6
11. NOMINATION OF OFFICERS (ELECTION IN DECEMBER)
12. REPORT ON DEMOTTE BUILDING--DISCUSSION OF BOND ISSUE
13. PLANNING COMMITTEE MEETING

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS

RENSSELAER, INDIANA 47978

OFFICERS FOR THE 1977 YEAR WERE NOMINATED. THE ELECTION WILL BE HELD AT THE DECEMBER MEETING. NOMINATIONS ARE AS FOLLOWS:

PRESIDENT-- DAVE HOOVER
VICE PRESIDENT-- RALPH SMITH
SECRETARY-- COLLEEN CHALLIS
TREASURER-- SHIRLEY WOOD

Lynn Daugherty

MRS. CULP BROUGHT UP THE MATTER OF INCREASED FEES FOR OUT- OF- COUNTY RESIDENTS. WITHHER CONSENT, IT WAS TABLED UNTIL THE NEXT MEETING.

MR. HELVIE ANNOUNCED HIS RETIREMENT FROM THE BOARD AS OF JANUARY, 1977.

THE DATE OF THE NEXT MEETING WAS SET FOR DECEMBER 6, 1976

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

MINUTES

NOVEMBER 1, 1976

THE RENSSELAER-JASPER COUNTY CONTRACTUAL LIBRARY BOARD MET ON NOVEMBER 1, 1976 AT 7:30 P.M. IN THE LIBRARY. MEMBERS PRESENT WERE HOOVER, HELVIE, HANKEY, SMITH, CHALLIS, DAUGHERTY, CULP AND JACKSON. THE MINUTES OF THE LAST MEETING WERE PRESENTED FOR THE BOARD'S APPROVAL. MRS. HANKEY MOVED THAT THEY BE APPROVED AS PRESENTED, MRS. WOOD SECONDED THE MOTION AND IT WAS PASSED. BILLS TO BE ALLOWED WERE PRESENTED. MR. SMITH MOVED THAT THESE BE PAID, MR. HELVIE SECONDED THE MOTION, AND IT WAS PASSED.

A REPRESENTATIVE OF THE BRO-DART COMPANY GAVE A DEMONSTRATION OF THE BRO-DART SYSDAC CIRCULATION SYSTEM. AFTER SOME DISCUSSION, THE BOARD ASKED MISS HAWKEY TO RESEARCH OTHER CIRCULATION SYSTEMS AND PRESENT HER FINDINGS AT THE NEXT BOARD MEETING.

ESTIMATES FOR CARPETING THE CHILDREN'S ROOM WERE PRESENTED BY MISS HAWKEY, BUT ACTION ON THE MATTER WAS DELAYED UNTIL A FINAL DECISION HAS BEEN MADE ON THE USE OF THE LITTLE COUSIN JASPER FUND.

THE AGENDA WAS CHANGED TO ALLOW TIME FOR DISCUSSION OF THE DEMOTTE CHURCH BUILDING AND BOND ISSUE. AFTER MUCH DISCUSSION, THE DECISION WAS POSTPONED UNTIL THE DECEMBER BOARD MEETING.

MS. HAWKEY PRESENTED A LETTER OF APPRECIATION FOR MRS. BEAMAN, THE TEXT OF WHICH IS AS FOLLOWS:

DEAR MRS. BEAMAN,

ON BEHALF OF THE LIBRARY BOARD AND STAFF, WE WISH TO THANK YOU FOR YOUR YEARS OF SERVICE TO THE RENSSELAER PUBLIC LIBRARY. YOUR TIME AND EFFORTS HAVE BEEN MUCH APPRECIATED.

MS. HAWKEY PRESENTED THE 1977 HOLIDAY SCHEDULE, WHICH IS AS FOLLOWS;

JAN. 1	SA	NEW YEARS DAY
FEB 21	M	WASHINGTON'S BIRTHDAY
APRIL 8	F	GOOD FRIDAY (CLOSED 12-3)
MAY 30	M	MEMORIAL DAY
JULY 4	M	INDEPENDENCE DAY
SEPT 5	M	LABOR DAY
OCT. 24	M	VETERAN'S DAY
NOV. 24	TH	THANKSGIVING
DEC. 24	SA	$\frac{1}{2}$ DAY CHRISTMAS EVE.
DEC. 31	SA	$\frac{1}{2}$ DAY NEW YEARS EVE

MS. HAWKEY REPORTED ON THE HIRING OF NEW PERSONNEL, TWO BRANCH LIBRARIANS AND A CHILDREN'S LIBRARIAN, AND WAS GIVEN BOARD APPROVAL TO ADVERTISE AND INTERVIEW FOR THE POSITIONS.

MS. HAWKEY REPORTED ON THE RESULT OF THE HEARING BEFORE THE STATE BOARD OF TAX COMMISSIONERS LAST MONTH. SHE WILL GO TO INDIANAPOLIS IN LATE NOVEMBER TO APPEAL THE LEVY LIMITATIONS BEFORE THE LOCAL GOVERNMENT TAX CONTROL BOARD

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

AGENDA

DECEMBER 6, 1976

1. MINUTES
2. BILLS TO BE ALLOWED
3. CIRCULATION SYSTEM REPORT
4. LITTLE COUSIN JASPER REPORT *Hankey-Wood*
make motion - conditional approval of absent members
5. RESULTS OF INTERVIEWS FOR STAFF POSITIONS *Wood*
move to accept recommendations - Helvie
6. AUTHORIZATION TO MAKE NECESSARY ACCOUNT TRANSFERS TO CLOSE OUT 1976 BOOKS *Hankey, Helvie*
7. OUT-OF-COUNTY FEES *-tabled until next time*
8. PERSONNEL- REDUCTION OF MRS. SMITH'S HOURS *-Challis - apply funds - Hankey*
9. DISCUSSION OF BOND ISSUE *- rejected*
10. ELECTION OF 1977 OFFICERS *- Helvie*
11. REPORT OF BUDGET COMMITTEE *- reported*
12. NEXT MEETING, JAN 3, 1977

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

THE RENSSELAER - JASPER COUNTY CONTRACTUAL LIBRARY BOARD MET ON MONDAY DEC. 6 AT 7:30 P.M. IN THE LIBRARY, MEMBERS PRESENT WERE CHALLIS, HANKEY, HELVIE, HOOVER, AND WOOD. *Jackson*

MINUTES OF THE NOVEMBER 1 MEETING WERE PRESENTED. MRS. WOOD MOVED THAT THESE BE ACCEPTED. MRS. HANKEY SECONDED THE MOTION, WHICH WAS PASSED.

BILLS IN THE AMOUNT OF \$ 1213.82 WERE PRESENTED. MR. HELVIE MOVED THAT THESE BE PAID. MRS. CHALLIS SECONDED THE MOTION AND IT WAS PASSED.

MS. HAWKEY REPORTED ON THE REVENUE FROM THE LITTLE COUSIN JASPER FUND AND ITS POSSIBLE USE FOR A NEW CIRCULATION SYSTEM. AFTER SOME DISCUSSION, MRS. HANKEY MOVED THAT MS. HAWKEY BE ALLOWED TO PURCHASE THE BRO-DART SYSDAC 11 CONTINGENT UPON THE APPROVAL OF ABSENT BOARD MEMBERS. MRS. WOOD SECONDED THE MOTION AND IT WAS PASSED.

MS. HAWKEY REPORTED ON THE RESULTS OF HER INTERVIEWS FOR STAFF POSITIONS. MRS. WOOD MOVED THAT MARY ANN MITCHELL, JODY MELTON, AND LOIS RICKER BE HIRED. MR. HELVIE SECONDED THE MOTION AND IT WAS PASSED.

THE BOARD VOTED TO AUTHORIZE THE NECESSARY ACCOUNT TRANSFERS TO CLOSE OUT THE 1976 BOOKS. MRS. HANKEY MADE THE MOTION, MR. HELVIE SECONDED.

THE BOARD VOTED TO ALLOW A SURPLUS IN THE SERVICES PERSONAL BUDGET CLASSIFICATION CREATED BY A REDUCTION IN ALLENE SMITH'S HOURS TO BE REALLOCATED TO CREATE A FULL-TIME CHILDREN'S LIBRARIAN POSITION. THE MOTION WAS MADE BY MRS. CHALLIS AND SECONDED BY MRS. HANKEY.

IT WAS DECIDED, AGAIN CONTINGENT UPON THE APPROVAL OF ABSENT BOARD MEMBERS, NOT TO BUY ST. CECILIA'S CHURCH IN DEMOTTE

THE NEW OFFICERS FOR THE YEAR 1977 ARE AS FOLLOWS:

CITY

PRESIDENT	DAVE HOOVER
VICE PRESIDENT	RALPH SMITH
SECRETARY	COLEEN CHALLIS
TREASURER	SHIRLEY WOOD

COUNTY

PRESIDENT	LYNN DAUGHERTY
VICE PRESIDENT	RALPH SMITH
SECRETARY	COLEEN CHALLIS
TREASURER	SHIRLEY WOOD

MS. HAWKEY READ A LETTER FROM THE LOCAL GOVERNMENT TAX CONTROL BOARD, RECOMMENDING THAT THE CITY AND COUNTY TAXING DISTRICTS BE MERGED. THE BOARD POSTPONED ACTION.

AGENDA

JANUARY 3, 1977

1. MINUTES
2. BILLS TO BE ALLOWED AND FINANCIAL REPORT
3. TERI'S APPOINTMENT TO NIALSA BOARD OF DIRECTORS
4. CHANGE IN INDIANA LIBRARY LAW
5. DECEMBER TAX DRAW NOT RECEIVED
6. OFFICER'S SIGNATURES FOR BANK
7. CHARGES ~~BE~~ OUT OF COUNTY RESIDENTS
8. NEXT MEETING MONDAY, FEBRUARY 7

RENSSELAER PUBLIC LIBRARY

PHONE 219-866-5881

VAN RENSSELAER & ANGELICA STREETS
RENSSELAER, INDIANA 47978

AGENDA

JANUARY 3, 1977

1. MINUTES
2. BILLS TO BE ALLOWED AND FINANCIAL REPORT.
3. TERI'S APPOINTMENT TO NIALSA BOARD OF DIRECTORS
4. CHANGE IN INDIANA LIBRARY LAW
5. DECEMBER TAX DRAW NOT RECIEVED
6. OFFICER'S SIGNATURES FOR BANK
7. CHARGES FOR OUT OF COUNTY RESIDENTS - Shirley move raise to \$20 - Jim passed
8. NEXT MEETING MONDAY FEB 7 - Planning
9. Janitor's figures
10. Complaints
11. Transfers
12. overdue

THE RENSSELAER-JASPER COUNTY LIBRARY BOARD MET ON MONDAY JANUARY 3 AT 7:30 P.M. IN THE LIBRARY. ALL MEMBERS WERE PRESENT.

MINUTES OF THE LAST MEETING WERE DISTRIBUTED. THE MOTION TO APPROVE WAS MADE BY MRS. HANKEY, SECONDED BY MR. HELVIE AND PASSED.

BILLS IN THE AMOUNT OF 698.07 WERE PRESENTED. MRS. WOOD MOVED THAT THESE BE PAID, MR. HELVIE SECONDED THE MOTION AND IT WAS PASSED.

MS. HAWKEY REPORTED ON HER RE-APPOINTMENT TO THE NIALSA BOARD OF DIRECTORS, AND OBTAINED THE NECESSARY SIGNATURES. SHE ALSO INFORMED THE BOARD OF A RE-INTERPRETATION OF INDIANA LIBRARY LAW TO ALLOW A LIBRARY BOARD TO TRANSFER FUNDS FROM ONE MAJOR BUDGET CLASSIFICATION TO ANOTHER BY RESOLUTION ONLY.

AFTER SOME DISCUSSION, THE BOARD REACHED A DECISION TO RAISE THE FEES FOR OUT-OF COUNTY RESIDENTS TO \$ 20 PER CARD. MRS. WOOD MOVED THIS, MR. LEFLER SECONDED, AND THE MOTION WAS PASSED.

THE DATE OF THE NEXT MEETING WAS SET FOR MONDAY FEBRUARY 7.

AGENDA

FEB 7, 1977

1. MINUTES
2. BILLS TO BE ALLOWED
3. DESIGNATION OF DEPOSITORY FOR LIBRARY
4. LIBRARY HOURS
5. JANITORIAL SERVICE ESTIMATES
6. BUDGET STATUS
7. SALE OF DISCARDED BOOKS
8. PLANNING COMMITTEE

MINUTES

FEBRUARY 7, 1977

THE RENSSELAER-JASPER COUNTY CONTRACTUAL LIBRARY BOARD MET ON MONDAY, FEBRUARY 7 IN THE LIBRARY. MEMBERS PRESENT WERE HOOVER, DAUGHERTY, HANKEY, SMITH, WOOD, CHALLIS, LEFLER, AND JACKSON.

MINUTES OF THE LAST MEETING WERE PRESENTED. MRS. HANKEY MOVED THAT THESE BE APPROVED, MRS. CHALLIS SECONDED THE MOTION, WHICH WAS PASSED. BILLS TO BE ALLOWED IN THE AMOUNT OF \$1,989.56 WERE DISTRIBUTED. MRS. WOOD MOVED THAT THE BILLS BE PAID, MR. SMITH SECONDED AND THE MOTION WAS PASSED.

THE LIBRARY DESIGNATED THE STATE BANK OF RENSSELAER AS THE DEPOSITORY FOR THE NEXT TWO YEARS AND SIGNED THE PROPER FORMS.

MS. HAWKEY REPORTED ON CHANGES IN THE LIBRARY HOURS IN ORDER TO COOPERATE WITH THE ENERGY SAVING PROGRAM OF THE CITY. THE HOURS WILL CORRESPOND ROUGHLY WITH THOSE OF RENSSELAER BUSINESSES.

MS. HAWKEY PRESENTED THE BOARD WITH AN ESTIMATE OF \$255.00 FOR WASHING THE UPSTAIRS WINDOWS BY STEVE'S JANITOR SERVICE. THE SERVICE ALSO MADE AN OFFER TO CLEAN THE BUILDING DAILY FOR \$1400 A YEAR, WHICH IS THE AMOUNT WE ARE PAYING AN INDIVIDUAL TO DO THIS WORK PRESENTLY. MRS. CHALLIS MOVED TO ACCEPT THESE PROPOSALS, MRS. WOOD SECONDED THE MOTION AND IT WAS PASSED.

MS. HAWKEY REPORTED THAT WE HAVE BEEN FUNDED FOR THE FULL BUDGET AMOUNT OF \$95,000, WITH A SMALL OPERATING BALANCE.

THE LIBRARY HAS RECEIVED AN OFFER TO SELL DISCARDED BOOKS TO AN ANTIQUE DEALER. MS. HAWKEY WILL INVESTIGATE THE LEGALITY OF THIS FOR THE NEXT MEETING.

AGENDA

MARCH 7, 1977

1. MINUTES
2. BILLS TO BE ALLOWED & FINANCIAL REPORT
3. SALE OF USED BOOKS
4. LIBRARY HOURS
5. TERI'S VACATION
6. CIRCULATION SYSTEM
7. MONTH'S ACTIVITIES
8. DEMOTTE CHURCH REPORT
9. NEW BUSINESS
10. NEXT MEETING APRIL 4
11. BUDGET COMMITTEE SELECTION
12. CETA PERSON DEMOTTE
13. PLANNING COMMITTEE MEETING.

MINUTES

MARCH 7, 1977

THE RENSSELAER-JASPER COUNTY CONTRACTUAL LIBRARY BOARD MET ON MONDAY, MARCH 7 AT 7:30 PM IN THE LIBRARY. MEMBERS PRESENT WERE SMITH, HANKEY, LLEFLER, RODIBAUGH, CULP, DAUGHERTY, HOOVER AND WOOD.

MINUTES OF THE LAST MEETING WERE PRESENTED FOR BOARD APPROVAL. MRS. HANKEY MOVED THAT THEY BE APPROVED AS READ WITH THE ADDITION OF MR. RODIBAUGH'S NAME TO THE LIST OF THOSE MEMBERS PRESENT, MR. SMITH SECONDED THE MOTION AND IT WAS PASSED.

BILLS IN THE AMOUNT OF 2250.09 WERE PRESENTED FOR PAYMENT. MR. LEFLER MOVED THAT THEY BE PAID, MRS. HANKEY SECONDED, THE MOTION WAS PASSED.

MS. HAWKEY REPORTED THAT THERE WAS NO LEGAL OBSTACLE TO THE SALE OF A QUANTITY OF USED BOOKS. MRS. HANKEY MOVED THAT THE BOOKS BE SOLD, MR. LEFLER SECONDED THE MOTION, WHICH WAS PASSED.

MS. HAWKEY REPORTED ON THE STATE OF THE LIBRARY'S HOURS DURING THE RECENT SNOWSTORM AND GAS CRISIS, AND THAT THE HOURS ARE NOW BACK TO NORMAL.

MS. HAWKEY ASKED TO TAKE HER VACATION THE WEEK OF APRIL 11-15, A PERIOD OF FIVE DAYS. MR. SMITH MOVED THAT THIS BE ALLOWED, MRS. HANKEY SECONDED THE MOTION, AND IT WAS PASSED.

MS. HAWKEY REPORTED THAT THE NEW CIRCULATION SYSTEM IS IN AND WORKING WELL. SHE ALSO REPORTED ON THE MONTH'S ACTIVITIES AND WAS GIVEN A SUGGESTION THAT SHE ADVERTISE IN THE K-V POST-NEWS.

THE CATHOLIC CHURCH AT DEMOTTE HAS COME DOWN STILL FURTHER IN PRICE, BUT A BOND ISSUE IS STILL NOT PRACTICABLE.

MS. HAWKEY REPORTED THAT WE NOW HAVE A CETA SLOT AT THE DEMOTTE LIBRARY, WHICH PAM HUFFMAN IS FILLING AND DOING A VERY GOOD JOB.

MR. HOOVER APPOINTED THE COMMITTEES FOR THE 1977 YEAR AS FOLLOWS:

BUDGET

SANDRA CULP
LYNN DAUGHERTY
JIM LEFLER
RALPH SMITH (CHAIR)

STATE OF THE LIBRARY

MABEL HANKEY
BILL JACKSON

PLANNING

LYNN DAUGHERTY
DAVE HOOVER
SHIRLEY WOOD
COLLEEN CHALLIS

THE PLANNING COMMITTEE HELD A MEETING, AT WHICH THE RESULTS OF A SURVEY DISTRIBUTED BY MS. HAWKEY WERE REPORTED AND DISCUSSED.

AGENDA

APRIL 4, 1977

1. MINUTES
2. BILLS TO BE ALLOWED
3. MONTH'S ACTIVITIES
4. TRANSFER OF FUNDS FOR JANITORIAL SERVICE
5. NATIONAL LIBRARY WEEK
6. ADDITIONAL FUNDS FOR 1978
7. ROOF REPAIRS
8. GIFT--DEMOTTE \$150.00 FOR VACUUM CLEANER
9. PAINTING AT DEMOTTE
10. NEW BUSINESS
11. LETTER FOR MR. HELVIE
12. BUDGET COMMITTEE

MINUTES

APRIL 4, 1977

THE RENSSELAER-JASPER COUNTY CONTRACTUAL LIBRARY BOARD MET ON APRIL 4, 1977 AT 7:30 IN THE LIBRARY. MEMBERS PRESENT WERE SMITH, HOOVER, DAUGHERTY, WOOD AND HANKEY.

BILLS IN THE AMOUNTY OF \$3,695 FROM THE BUDGET AND \$3535.40 FROM THE GIFT FUND WERE PRESENTED FOR THE BOARD'S APPROVAL. MR. SMITH MOVED THAT THEY BE PAID. MR.S WOOD SECONDED AND THE MOTION WAS PASSED.

MINUTES OF THE MARCH MEETING WERE DISTRIBUTED. MR.S WOOD MOVED THAT THEY BE ACCEPTED AS DISTRIBUTED, MRS. HANKEY SECONDED THE MOTION AND IT WAS PASSED.

MS. HAWKEY REPORTED ON THE MONTH'S ACTIVITIES, AND ON PLANS FOR NATIONAL LIBRARY WEEK. MR. HOOVER SUGGESTED THAT THE BOARD PLAN A RECEPTION FOR THOSE PEOPLE WHO HAVE SUPPORTED THE LIBRARY IN THE PAST AND WHO GAVE DURING THE LITTLE COUSIN JASPER FESTIVAL. MS. HAWKEY WILL TAKE CARE OF THE INVITATIONS AND THE FINAL PLANS WILL BE MADE AT THE NEXT MEETING.

THE SUM OF \$1035 WILL BE TRANSFERRED FROM SERVICES PERSONAL TO SERVICES CONTRACTUAL TO PAY FOR THE SERVICES XOF STEVE'S JANITOR SERVICE. MRS. HANKEY MOVED TO ALLOW THE TRANSFER, MR. SMITH SECONDED THE MOTION, WHICH WAS PASSED.

MS. HAWKEY REPORTED ON THE POSSIBILITY OF ADDITIONAL FUNDS FOR 1978, RESULTING FROM THE INCREASED COUNTY INCOME TAX. SHE ALSO REPORTED ON THE COMPLETION OF THE ROOF REPAIRS, AND TWO GIFTS FOR THE DEMOTTE LIBRARY, OF \$150 FOR A VACUUM CLEANER AND PAINTING FOR THE SUNSHINE SOCIETY.

UNDER NEW BUSINESS, MS. HAWKEY GAVE THE BOARD LISTS OF PATRONS WITH SERIOUSLY OVERDUE BOOKS, TOLD OF THE DISTRICT MEETING TO BE HELD ON MAY 3, AND ASKED FOR THE BOARD TO AUTHORIZE A LOAN FROM THE BANK SHOULD IT BECOME NECESSARY. MRS. HANKEY AND MR. SMITH MADE THE MOTION AND SECONDED IT. THE MOTION WAS PASSED.

A LETTER OF THANKS FOR MR. HELVIE WAS SIGNED BY MR. HOOVER AND MS. HAWKEY, ON THE OCCASION OF HIS RETIREMENT FROM THE BOARD.

AGENDA

MAY 4, 1977

1. MINUTES
2. BILLES TO BE ALLOWED AND FINANCIAL REPORT
3. NATIONAL LIBRARY WEEK
4. PLANS FOR OPEN HOUSE
5. TAX DRAW AVAILABLE--BANK LOAN UNNECESSARY
6. OVERDUE BOOKS
7. NEW BUSINESS
8. BUDGET COMMITTEE MEETING

MINUTES

MAY 4, 1977

The Rensselaer- Jasper County Contractual Library Board met on Monday, May 4 at 7:30 PM in the Library.

Minutes of the April 4 meeting were distributed. Mrs. Hankey moved that they be accepted as read, Mrs. Challis seconded the motion, and they were approved.

Bills to be allowed in the amount of 2032.43 were presented. Mrs. Wood moved that these be paid, Mr. Lefler seconded the motion, which was passed.

New trustee Barbara Gribble was introduced. She will take Mr. Helvie's place.

Ms. Hawkey reported on the success of National Library Week. The Board then discussed plans for the thank-you reception to be held Thursday, May 17.

Ms Hawkey reported that a tax draw in the amount of 2227.27 was received from the county auditor. A bank loan will be unnecessary.

Under new business, Mr. Jackson brought up the case of a young man who had been expelled from the library by Ms. Hawkey for disciplinary reasons. A letter allegedly written by Mr. Howard was sent to Mr. Hoover. However, Mr. Howard has apologized, and the letter will be kept on file. Mrs. Daugherty asked that more publicity about Rensselaer activities reach the north end of the county, and that the purchase of the church in DeMotte be reconsidered. The matter will be brought up at the next board meeting. Ms Hawkey has scheduled the library's annual cleaning week for May 23-28.

Members present at the meeting were Wood, Hankey, Daugherty, Lefler, Challis, Hoover, Gribble, Jackson and Rodibaugh.

AGENDA

JUNE 6, 1977

1. MINUTES
2. BILLS TO BE ALLOWED AND FINANCIAL REPORT
3. BUDGET COMMITTEE
4. TAX DRAW
5. NEW LEGISLATION--APPROPRIATIONS
6. OVERDUE BOOKS
7. BOND ISSUE
8. CITY-COUNTY MERGER
9. NEW BUSINESS
10. PRELIMINARY BUDGET PRESENTATION
11. JULY MEETING DATE

MINUTES

JUNE 6, 1977

THE RENSSELAER-JASPER COUNTY CONTRACTUAL LIBRARY BOARD MET ON MONDAY, JUNE 6 IN THE LIBRARY. MEMBERS PRESENT WERE CHALLIS, CULP, DAUGHERTY, GRIBBLE, HANKEY, HOOVER, LEFLER, RODIBAUGH AND WOOD.

MINUTES OF THE MAY 7 MEETING WERE DISTRIBUTED. MRS. CHALLIS MOVED THAT THEY BE APPROVED AS READ; MRS. HANKEY SECONDED; THE MOTION WAS PASSED.

BILLS IN THE AMOUNT OF \$1257.17 WERE PRESENTED FOR THE BOARD'S APPROVAL. MRS. WOOD MOVED THAT THEY BE PAID; MRS. CHALLIS SECONDED; THE MOTION WAS PASSED.

MS. HAWKEY INTRODUCED A SALESMAN FROM METROPOLITAN LIFE, WHO PRESENTED AN ESTIMATE FOR GROUP HEALTH INSURANCE FOR THE LIBRARY STAFF. AFTER SOME DISCUSSION, IT WAS DECIDED THAT MS. HAWKEY SHOULD GET ESTIMATES ON OTHER HEALTH PLANS.

MS. HAWKEY REPORTED AN EARLY DRAW OF \$9,017 ON THE COUNTY TAXES, MAKING A BANK LOAN UNNECESSARY. SHE ALSO REPORTED ON THE ANNUAL BUDGET CLINIC, WHERE A NEW FORMULA FOR DETERMINING LEVY LIMITS AND SEVERAL NEW LAWS WERE PRESENTED. THE LIBRARIES WILL ALSO BE RECEIVING A SHARE OF STATE FUNDS AGAIN THIS YEAR. MS. HAWKEY PRESENTED THE BOARD WITH A LIST OF OVERDUE BOOKS FOR RETRIEVAL.

PURCHASE OF ST. CECELIA'S CHURCH IN DIMOTTE WAS DISCUSSED AGAIN. AFTER SOME DISCUSSION, THE BOARD DECIDED TO WAIT UNTIL THE NEXT MEETING TO MAKE A FINAL DECISION. MS. HAWKEY WILL FORMULATE AN ALTERNATIVE BUDGET INCORPORATING THE MAINTAINANCE OF A NEW BUILDING.

THE DATE OF THE NEXT MEETING WAS SET FOR JULY 11, 1977, AT 7:30 P.M.

AGENDA

JULY 11, 1977

7:30 PM

1. MINUTES OF JUNE 6 MEETING
2. BILLS TO BE ALLOWED AND FINANCIAL REPORT
3. MONTH'S ACTIVITIES
4. TAX DRAW RECEIVED
5. STATE MONIES: RENSSELAER - \$2101.03 JASPER Co. - \$931.74
6. CHILDREN'S LIBRARIAN
7. DISCUSSION OF DEMOTTE BUILDING
8. 1978 BUDGET
9. NEW BUSINESS
10. NEXT MEETING - AUGUST 1, 1977

MINUTES

JULY 11, 1977

THE RENSSELAER-JASPER COUNTY CONTRACTUAL LIBRARY BOARDS MET ON MONDAY, JULY 11 IN THE LIBRARY, AT 7:30 PM. MEMBERS PRESENT WERE LEFLER, HANKEY, CHALLIS, GRIBBLE, HOOVER, SMITH, WOOD, DAUGHERTY, AND RODIBAUGH.

MINUTS OF THE JUNE 6 MEETING WERE DISTRIBUTED. MRS. WOOD MOVED THAT THEY BE APPROVED AS READ, MR. LEFLER SECONDED, AND THE MOTION WAS PASSED. BILLS OF THE MONTH WERE PRESENTED FOR PAYMENT. MR. HANKEY MOVED THAT THEY BE PAID, MRS. CHALLIS SECONDED THE MOTION, WHICH WAS PASSED.

MS. HAWKEY REPORTED ON THE MONTH'S ACTIVITIES, WHICH INCLUDE A LECTURE ON PYRAMIDS, A NATURAL FOODS DAY, AND A BEER CAN SHOW. SHE ALSO REPORTED THAT THE JUNE TAX DRAW WAS RECEIVED AND THAT MONIES FROM THE STATE HAVE BEEN APPROPRIATED. THE RENSSELAER LIBRARY WILL BE RECEIVING \$2101.03 AND THE CONTRACTUAL LIBRARY \$931.74.

MS. HAWKEY HAS BEEN IN THE PROCESS OF INTERVIEWING APPLICANTS FOR THE POSITION OF CHILDREN'S LIBRARIAN. HER RECOMMENDATION FOR THE POSITION IS MS. MARY ANN SPINDLER. MR. LEFLER MOVED THAT SHE BE HIRED, MR. SMITH SECONDED, AND THE MOTION WAS PASSED.

THE BOARD THEN DISCUSSED THE 1978 BUDGET, AND RELATIVE TO THAT BUDGET, THE PURCHASE OF ST. CECILIA'S CHURCH IN DEMOTTE. THERE WERE SEVERAL ITEMS THAT NEEDED TO BE INCREASED TO MAINTAIN THE BUILDING. THE BUDGET TOTAL WITH THE DEMOTTE BUILDING IS 100,600, WITHOUT, 98,045. AFTER A LENGTHY DISCUSSION, MR. SMITH MOVED TO APPROVE THE LARGER BUDGET AND PURSUE THE POSSIBLE PURCHASE OF ST. CECILIA'S, CONTINGENT UPON THE LEGALITY OF THE PURCHASE AND THE AVAILABILITY OF PROPER FINANCING. AS PRESIDENT, MR. HOOVER RULED THAT COUNTY BOARD MEMBERS WOULD BE ALLOWED TO VOTE ON THIS MOTION. THE BOARD VOTED AS FOLLOWS: LEFLER: YES; HANKEY: YES; CHALLIS: YES; GRIBBLE: YES; SMITH: YES; WOOD: YES; DAUGHERTY: YES; RODIBAUGH: NO;

THE DATE OF THE NEXT MEETING WAS SET FOR MONDAY, AUGUST 1. THE BOARD THEN WENT INTO CLOSED SESSION.

AGENDA

AUGUST 1, 1977

1. MINUTES
2. BILLS TO BE ALLOWED AND FINANCIAL REPORTS
3. CIRCULATION FIGURES
4. JOB DESCRIPTIONS
5. INSURANCE POLICIES
6. ALLOCATION OF STATE FUNDS
7. CHILDREN'S LIBRARIAN
8. DEMOTTE BUILDING
9. NEW BUSINESS
10. SIGN BUDGET FORMS
11. NEXT MEETING, MONDAY, AUGUST 29.

MINUTES AUGUST 1, 1977

THE RENSSELAER-JASPER COUNTY CONTRACTUAL LIBRARY BOARDS MET ON AUGUST 1 AT 7:30 PM IN THE LIBRARY. MEMBERS PRESENT WERE HOOVER, HANKEY, RODIBAUGH, CHALLIS, WOOD, DAUGHERTY, SMITH, CULP AND GRIBBLE.

MINUTES OF THE JULY 11 MEETING WERE DISTRIBUTED. MRS. HANKEY MOVED THAT THESE BE APPROVED AS READ, MRS. CHALLIS SECONDED THE MOTION, WHICH WAS PASSED. BILLS FOR THE MONTH OF JULY WERE PRESENTED FOR PAYMENT. MRS. WOOD MOVED THAT THEY BE PAID, MRS. CHALLIS SECONDED, AND THE MOTION WAS PASSED.

MS. HAWKEY PRESENTED THE CIRCULATION FIGURES FOR THE MONTH OF JULY, AND DISTRIBUTED JOB DESCRIPTIONS OF ALL THE EMPLOYEES, AT BOARD REQUEST. THESE WERE DISCUSSED BRIEFLY. THE LIBRARY'S INSURANCE POLICIES WERE ALSO DISCUSSED. MS. HAWKEY ASKED THE BOARD TO BE THINKING OF POSSIBLE USES FOR THE STATE ALLOCATION OF MONIES.

THE SEARCH FOR A CHILDREN'S LIBRARIAN HAS BEEN UNSUCCESSFUL SO FAR. MS. HAWKEY WILL BE REOPENING THE SEARCH SHORTLY.

THE FIRST OFFER FOR THE CHURCH IN DEMOTTE HAS BEEN REJECTED. MR. SMITH MOVED THAT WE MAKE A FINAL OFFER OF \$67,000, MRS. GRIBBLE SECONDED THE MOTION, WHICH WAS PASSED.

THE DATE FOR THE NEXT MEETING WAS SET FOR AUGUST 29, TO ENABLE THE BUDGET TO BE SIGNED AND THE PUBLIC HEARING TO BE HELD.

AGENDA

SEPTEMBER 1977 (AUGUST 29, 1977)

1. MINUTES OF AUGUST 1 MEETING
2. BILLS TO BE ALLOWED AND FINANCIAL REPORT
3. BUDGET AND PUBLIC HEARING
4. ALLOCATION OF STATE FUNDS
5. CHILDREN'S LIBRARIAN
6. DEMOTTE BUILDING
7. WINTER HOURS
8. TERI GONE FRIDAY, SEPTEMBER 9
9. NEW BUSINESS
10. SIGN BUDGET FORMS
11. NEXT MEETING MONDAY, OCTOBER 3

MINUTES

OCTOBER 3, 1977

THE RENSSELAER PUBLIC--JASPER COUNTY CONTRACTUAL LIBRARY BOARDS MET ON MONDAY, OCTOBER 3 AT 7:30 PM IN THE LIBRARY. MEMBERS PRESENT WERE DAUGHERTY, WOOD, LEFLER, HOOVER, CHALLIS, HANKEY, AND GRIBBLE.

MINUTES OF THE SEPTEMBER MEETING WERE DISTRIBUTED. MRS. HANKEY MOVED THAT THESE BE APPROVED, MRS. CHALLIS SECONDED, AND THE MOTION WAS PASSED. BILLS IN THE AMOUNT OF \$1053.90 WERE PRESENTED FOR BOARD APPROVAL. MR. LEFLER MOVED THAT THESE BE PAID, MRS. WOOD SECONDED, AND THE MOTION WAS PASSED.

DISCUSSION ON THE DEMOTTE BUILDING WAS POSTPONED UNTIL OUR OWN APPRAISAL IS RECEIVED. THE MONIES FROM THE STATE OF INDIAN ~~WERE~~ WERE DISCUSSED AND AN APPROPRIATIONS REQUEST WILL BE FORMULATED AS PER ATTACHED. MRS. GRIBBLE MOVED THAT THE MONIES BE APPROPRIATED IN THE AMOUNT SPECIFIED, MRS. LEFLER SECONDED, AND THE MOTION WAS PASSED.

MS. HAWKEY REPORTED ON THE MONTH'S ACTIVITIES AND THE BUDGET HEARING TO BE HELD ON OCTOBER 21. UNDER NEW BUSINESS A PROBLEM CONCERNING THE ENCLOSURE OF THE WHEATFIELD BUILDING WAS DISCUSSED. MS. HAWKEY WILL WRITE A LETTER TO THE PRESIDENT OF THE WHEATFIELD TOWN BOARD FOR MORE INFORMATION. SHE ALSO REPORTED THE THEFT OF THE TWO LIGHTS IN THE FRONT OF THE LIBRARY.

THE DATE OF THE NEXT MEETING WAS SET FOR NOVEMBER 7.

AGENDA

NOVEMBER 7, 1977

1. MINUTES
2. BILLS TO BE ALLOWED AND FINANCIAL REPORT
3. DEMOTTE BUILDING
4. APPROPRIATION OF STATE MONIES
5. MONTH'S ACTIVITIES
6. NOMINATION OF OFFICERS
7. 1978 HOLIDAYS

JAN. 2 NEW YEAR'S HOLIDAY	(MONDAY)
FEB. 20 WASHINGTON'S BIRTHDAY	(FRIDAY)
MARCH 24 GOOD FRIDAY (12-)	(FRIDAY)
MAY 29 MEMORIAL DAY 898	(MONDAY)
JULY 4 INDEPENDENCE DAY	(TUESDAY)
6 SEPTEMBER 4 LABOR DAY	(MONDAY)
OCTOBER 9 COLUMBUS DAY	(MONDAY)
NOVEMBER 23 THANKSGIVING	(THURSDAY)
DECEMBER 25 CHRISTMAS	(MONDAY)
8. WHEATFIELD BUILDING
9. NEW BUSINESS
 - A. CHRISTMAS HOLIDAY
 - B. SURPLUS PROPERTY
 - C. TRUSTEE WORKSHOPS

MINUTES

NOVEMBER 7, 1977

THE RENSSELAER--JASPER ~~CONF~~^{CT} CONTRACTUAL LIBRARY BOARDS MET ON NOVEMBER 7, 1977 IN THE LIBRARY AT 8:30 PM. MEMBERS PRESENT WERE CHALLIS, CULP, DAUGHERTY, HANKEY, HOOVER, GRIBBLE, LEFLER, SMITH, AND WOOD. MINUTES OF THE LAST MEETING WERE PRESENTED FOR APPROVAL. MRS. CHALLIS MOVED THAT THEY BE APPROVED AS READ, MRS. HANKEY SECONDED, AND THE MOTION WAS PASSED. BILLS IN THE AMOUNT OF \$1,701.38 WERE PRESENTED FOR PAYMENT, AS WELL AS \$823.35 FROM THE GIFT FUND FOR FURNITURE FOR THE DEMOTTE LIBRARY. THERE WAS SOME DISCUSSION OF THE PROPER PROCEDURE FOR ACCEPTING MONETARY GIFTS FOR SPECIFIC PURCHASES. THE BOARD REQUESTED THAT ~~ALL~~ GIFTS OF MONEY OR SERVICES RECEIVE PRIOR APPROVAL FROM THE BOARD. THE GIFT OF MONEY FROM THE DEMOTTE FRIENDS OF THE LIBRARY WAS ACCEPTED BY THE BOARD.

THERE ARE NO NEW DEVELOPMENTS IN THE DEMOTTE BUILDING MATTER.

MS. HANKEY WILL HAVE A HEARING ON NOVEMBER 22 IN REGARD TO OUR ADDITIONAL APPROPRIATIONS. THE FOLLOWING OFFICERS WERE NOMINATED FOR 1978:

CITY

JIM LEFLER--PRESIDENT
COLLEEN CHALLIS--VICE PRESIDENT
BARBARA GRIBBLE--TREASURER
MABLE HANKEY--SECRETARY

CONTRACTUAL

LYNN DAUGHERTY--PRESIDENT
COLLEEN CHALLIS--VICE PRESIDENT
BARBARA GRIBBLE--TREASURER
MABLE HANKEY--SECRETARY

MS. HANKEY WILL ACT AS RECORDING SECRETARY.

THE HOLIDAY, AS PER THE AGENDA, WERE APPROVED, AS WELL AS DECEMBER 26, 1977, FOR THE CHRISTMAS HOLIDAY.

THE BOARD APPROVED AN OFFER TO INSULATE THE WHEATFIELD BUILDING WITH SAND. MS. HANKEY REPORTED THAT THE LIBRARY MAY BE ELIGIBLE TO BUY SURPLUS PROPERTY. SHE ALSO ANNOUNCED A TRUSTEE WORKSHOP TO BE HELD ON NOVEMBER 29 IN VALPARAISO, SPONSORED BY NIALSA. THE LIBRARY'S BUDGET FOR 1978 IS FULLY FUNDED, WITH A TAX RATE OF .04 FOR THE COUNTY AND .08 FOR THE CITY.

AGENDA

DECEMBER 5, 1977

1. MINUTES
2. BILLS TO BE ALLOWED AND FINANCIAL REPORT
3. REPORT ON APPROPRIATIONS HEARING
4. AUTHORIZATION FOR TRANSFERS TO CLOSE OUT 1977 BOOKS
5. ELECTION OF 1978 OFFICERS
6. EQUIPMENT PURCHASES FOR CONSIDERATION
7. TRANSFER OF FUNDS TO LIRF
8. MISCELLANEOUS BUSINESS
 - A. LIGHTS
 - B. NIALSA
 - C. WHEATFIELD FRIENDS OF THE LIBRARY
9. INSURANCE
10. PLANS FOR 1978
11. CIRCULATION FIGURES

MINUTES

DECEMBER 5, 1977

THE RENSSELAER-JASPER COUNTY CONTRACTUAL LIBRARY BOARDS MET ON TUESDAY DECEMBER 13 IN THE LIBRARY. MEMBERS PRESENT WERE HOOVER, LEFLER, DAUGHERTY AND RODIBAUGH. AS THERE WAS NOT A QUORUM, A PHONE VOTE WAS TAKEN TO APPROVE THE MINUTES AND BILLS IN THE AMOUNT OF \$1,644.69. HOOVER, LEFLER, CHALLIS, SMITH, GRIBBLE AND HANKEY ALL VOTED TO APPROVE THE BILLS AND MINUTES.

THESE SAME BOARD MEMBERS ALL VOTED "YES" ON THREE OTHER MATTERS REQUIRING IMMEDIATE ATTENTION. TRANSFERS TO CLOSE OUT THE 1977 BOOKS WERE AUTHORIZED, AND THE 1978 SLATE OF OFFICERS WAS APPROVED. THE SLATE IS AS FOLLOWS:

CITY

JIM LEFLER--PRESIDENT
COLLEEN CHALLIS--VICE PRESIDENT
BARBARA GRIBBLE--TREASURER
MABLE HANKEY--SECRETARY

CONTRACTUAL

LYNN DAUGHERTY--PRESIDENT
COLLEEN CHALLIS--VICE PRESIDENT
BARBARA GRIBBLE--TREASURER
MABLE HANKEY--SECRETARY

THE MEMBERS ALSO VOTED NOT TO TRANSFER MONEY FROM THE OPERATING FUND INTO THE LIBRARY IMPROVEMENT RESERVE FUND. THE REASON FOR THIS IS THE FACT THAT THE LIBRARY WAS UNDERFUNDED FOR 1977, RECEIVING A LITTLE OVER \$80,000 TO FUND OUR \$95,500 BUDGET. THIS WAS DUE TO ERRORS IN COMPUTATION OF THE 1977 BUDGET ON THE PART PRIMARILY OF THE LOCAL GOVERNMENT TAX CONTROL BOARD.

TWO REPRESENTATIVES OF THE WHEATFIELD FRIENDS OF THE LIBRARY WERE ON HAND TO DISCUSS THEIR PLANS FOR ASSISTING THE LIBRARY. THEY MADE AN OFFER TO INSTALL A SECURITY LIGHT TO PROTECT THE WHEATFIELD BUILDING, AND TO INSULATE THE BOTTOM OF THE BUILDING. THESE OFFERS, AND THE REST OF THE DECEMBER AGENDA, WILL BE CONSIDERED AT THE JANUARY, 1978 MEETING, TO BE HELD ON MONDAY, JANUARY 9.

AGENDA

JANUARY 9, 1977

1. MINUTES
2. BILLS TO BE ALLOWED AND FINANCIAL REPORT
3. PETTY CASH PROCEDURE
4. ESTABLISHMENT OF FUND FOR LIBRARY CARD MONIES
5. EMPLOYMENT SECURITY DIVISION--PAYMENT OF UNEMPLOYMENT BENEFITS
6. PROJECTOR REPAIR
7. LIGHTS FOR BUILDING
8. MISCELLANEOUS POLICIES
 - A. USE OF BUILDING
 - B. MAXIMUM FINES
 - C. SALARY SCHEDULES
9. PLANNING FOR 1978
 - A. EVALUATION OF 1977
 - B. SUGGESTIONS FOR 1978
 - C. EQUIPMENT AND FURNITURE PURCHASES FOR 1978'
10. DEMOTTE BUILDING--FACT SHEET
11. RECONSIDERATION OF BOOK (BY ~~BY~~ PATRON REQUEST)
12. GIFT: 25\$250 FROM IMOGENE E. LARUE TRUST

MINUTES

Jan. 9, 1978

The Rensselaer/Jasper County Contractual Library Boards met on Monday, Jan. 9 at 7:30 p.m. in the Library. Members present were Gribble, Hoover, Hankey, Challis, Smith, Daugherty, and Lefler. Minutes of the last meeting were distributed, and Mrs. Gribble moved that they be approved; Mr. Hoover seconded. Bills in the amount of \$1,590.66 were presented for approval; Mrs. Hankey moved that they be paid; Mrs. Challis seconded; the motion was passed.

Ms. Hawkey reported on the progress of the audit by the State Board of Accounts, and will elaborate further on agenda items 3 and 4 when it is completed. She presented the Board with information concerning our participation in the unemployment compensation plans outlined by the Indiana Employment Services Div. Mr. Hoover moved that the option of making regular payments into an unemployment compensation account be taken. Mr. Smith seconded the motion, which was passed. Ms. Hawkey asked for Board approval of repair of our Bell & Howell projector, which will cost approx. \$200. Mrs. Gribble moved that the money be spent; Mr. Smith seconded the motion which was passed. The Board also approved Ms. Hawkey's selection of lights for the building.

Miscellaneous policies regarding the running of the Library were discussed. A maximum fine of \$5.00 was approved, and salary schedules were discussed. The Board agreed that the Library should be kept open as long as at least two employees were able to get in to work, and that salaried employees be paid for days they are unable to work because of bad weather.

Plans and goals for 1978 were discussed. Ms. Hawkey will make up a sheet of possible equipment and furniture purchases, with details for the next meeting. She passed out a fact sheet concerning the DeMotte building.

The book, Father Christmas, was reconsidered by patron request. The patron did not feel the book was suitable for children, for a variety of reasons. After examining the book, the Board decided that it simply was representative of a unique point of view and should not be removed. Ms. Hawkey stated that it is her belief that it is the parents' responsibility to choose books for children from as wide a variety as possible, and will write a letter to that effect to the patron.

Ms. Hawkey reported a gift of \$250.00 from the Imogene E. LaRue Trust.

The date of the next meeting was set for Monday, February 6, 1978 at 7:30 p.m.

AGENDA

February 6, 1978

1. Minutes of Jan. 9 meeting.
2. Bills to be allowed and financial report.
3. Months activities and circulation.
4. Welcome new members, Dave Pitcher and Neal Haskell.
5. Resolution of appreciation for Sandra Culp and Ralph Smith.
6. Wheatfield business
7. DeMotte appraisal and business.
8. Equipment purchases.
 - a) typewriter
 - b) card catalog (from gift fund)
 - c) range of shelving (from gift fund)
 - d) book drop (from gift fund)
9. National Library Week activities.
10. Merger of City and County Contractual systems.
11. Teri gone Friday, Feb. 24 and Monday, Feb. 27.
12. Next meeting, Monday, March 6, 1978, at 7:30 p.m.

MINUTES

FEBRUARY 6, 1978

THE RENSSELAER-JASPER COUNTY CONTRACTUAL LIBRARY BOARDS MET ON MONDAY, FEBRUARY 6 AT 7:30 PM IN THE LIBRARY. MEMBERS PRESENT WERE PITCHER, HOOVER, HANKEY, GRIBBLE, LEFLER, HASKELL, JACKSON, RODIBAUGH AND DAUGHERTY. MINUTES OF THE LAST MEETING WERE DISTRIBUTED. MS. HAWKEY CORRECTED THE MINUTES BY ADDING THE MOTION THAT THE GIFT OF THREE YEARS' FEES AND INSTALLATION ON THE SECURITY LIGHT IN THE WHEATFIELD LIBRARY BY MISS ETHEL YODER BE ACCEPTED ON THE CONDITION THAT THE LIBRARY RECEIVE THE MONEY INTO THE GIFT FUND AND PAY OUT OF OUR FUNDS. BILLS IN THE AMOUNT OF \$1032.21 WERE PRESENTED FOR BOARD APPROVAL. MRS. HANKEY MOVED THAT THESE BE PAID, MR. HOOVER SECONDED, AND THE MOTION WAS PASSED. MS. HAWKEY PRESENTED A NARRATIVE REPORT ON JANUARY'S ACTIVITIES AND CIRCULATION, NOTING DRAMATIC INCREASES IN THE BRANCH'S CIRCULATION. NEW MEMBERS DAVE PITCHER AND NEAL HASKELL WERE WELCOMED TO THE BOARD. THE FOLLOWING RESOLUTION WAS PASSED UNANIMOUSLY:

THE BOARD WISHES TO EXPRESS ITS APPRECIATION TO SANDRA CULP AND RALPH SMITH FOR THEIR SERVICE AS TRUSTEES AND CONTINUED INTEREST IN THE LIBRARY.

MS. HAWKEY WILL CONTACT THE K-V SCHOOL CORPORATION AND WHEATFIELD TOWN BOARD FOR THEIR APPROVAL ON THE SECURITY LIGHT AT WHEATFIELD. THE MATTER OF REVENUE COMING FROM THE BRANCHES THROUGH USE OF THE BUILDINGS WAS CONSIDERED. MR. RODIBAUGH MOVED THAT ANY SUCH REVENUE BE DEPOSITED IN THE PROPER GIFT FUNDS, MR. HOOVER SECONDED, AND THE MOTION WAS PASSED. VARIOUS EQUIPMENT PURCHASES WERE DISCUSSED. THE MATTER OF A TYPEWRITER WAS TABLED UNTIL THE NEXT MEETING. SEVERAL BOOK DROPS WERE CONSIDERED FOR PURCHASE. MRS. HANKEY MOVED THAT A HIGHSMITH MODEL 65-365 BE PURCHASED, AT A COST OF \$199.95. MR. PITCHER SECONDED THE MOTION, WHICH WAS PASSED. A MERGER OF THE CITY AND COUNTY CONTRACTUAL SYSTEMS ; WILL BE DISCUSSED AT THE NEXT MEETING, AND VOTED ON AT THE APRIL MEETING. THE DATE OF THE MARCH MEETING WAS SET FOR MARCH 6 AT 7:30 PM.

AGENDA

MARCH 6, 1978

1. MINUTES OF FEB. 6 MEETING.
2. BILLS TO BE ALLOWED AND FINANCIAL REPORT
3. WELCOME NEW TRUSTEE DALE MILLER
4. MONTH'S ACTIVITIES AND CIRCULATION
5. WHEATFIELD BUSINESS
6. DEMOTTE BUSINESS
7. NEW POLICIES FOR USE OF LIBRARY FACILITIES
8. APPOINTMENT OF BUDGET COMMITTEE
9. SUSAN DOTY'S RESIGNATION
10. NIALSA
11. MERGER OF CITY AND COUNTY CONTRACTUAL SYSTEMS
12. NATIONAL LIBRARY WEEK ACTIVITIES
13. NEXT MEETING MONDAY, APRIL 3 AT 7:30

The Rensselaer-Jasper County Contractual Library Boards met on Monday, March 6, in the library. Members present were Challis Duagherty, Pitcher, Haskell, Miller, Jackson and Gribble.

Minutes of the February 6 meeting were read. Mrs. Gribble moved that these be approved, Mr. Pitcher seconded, and the motion was passed. Bills in the amount of \$2,559 were presented for Board approval. Mrs. Gribble moved that these be paid, Mr. Pitcher seconded, and the motion was passed.

Mrs. Challis welcomed new Trustee Dale Miller to the Board. Ms. Hawkey reported on the month's activities and circulation.

The DeMotte building was discussed. An executive session will be held to discuss the purchase price.

A new policy concerning the use of library facilities was presented.

The Rensselaer, DeMotte, and Wheatfield Libraries are available for meetings of a civic, cultural, or educational nature, but library activities take precedence over other meetings.

Any organization using library facilities must leave the area used in a neat and orderly condition, and assumes responsibility for any damage done.

There is no charge for single meetings or programs; however, groups wishing to hold regular meetings must obtain permission in advance from the board and may be charged a fee.

The fact that a group is permitted to meet at the public library does not in any way constitute an endorsement of the groups' policies or beliefs, and any misrepresentation of this fact will result in loss of library privileges for the offending group.

In the case of any questions concerning the use of the library, the library board of trustees reserves the right to make a final decision.

Mr. Miller made the motion, Mrs. Gribble seconded, that this policy be adopted. The motion was passed. Mr. Rodibaugh, Mr. Iefler and Mrs. Challis will be on the budget committee.

Ms. Hawkey reported on the resignation of Susan Doty, who will not be replaced for at least a month. Ms. Hawkey also told of NIALSA's financial trouble, and the board agreed to budget funds to pay for the service, if necessary.

The pros and cons of a merger of the city and county contractual library systems were discussed at some length. A vote on the resolution will be taken at the next meeting, which will be Monday, April 3.

AGENDA

APRIL 3, 1978

1. Minutes
2. Bills to be allowed
3. Welcome new trusted Pauline Posey
4. Month's activities and circulation
5. Public hearing and vote on merger resolution
6. DeMotte business
7. Wheatfield business
8. Election of secretary
9. Authorization for Teri to open lock box
10. Audit report
 - a, financial reports
 - b. miscellaneous funds
 - c. transfer of gift fund monies
11. Insurance update
12. Roof
- , 13. Application for state funds

MINUTES

APRIL 3, 1978

The Rensselaer-Jasper County Contractual Library Boards met on Monday, April 3 at 7:30 PM in the library. Members present were Lefler, Challis, Pitcher, Miller, Haakell, Daugherty, Rodibaugh Posey, Jackson, Hoover, and Gribble.

Minutes of the last meeting were presented for board approval. Ms. Hawkey will amend the minutes to include an addition to the staff policy which was passed at the last meeting. Mr. Hoover moved that the amended minutes be approved, Mr. Pitcher seconded the motion. Bills in the amount of \$3,033.19 were presented for Board approval. Mr. Miller moved that these be paid, Mrs. Challis seconded, and the motion was passed.

Ms. Hawkey reported on the month's activities and circulation.

Mr. Lefler welcomed new trustee Mrs. Pauline Posey to the Board.

The resolution to merge the Rensselaer Public Library and the Jasper County Contractual Library was discussed by the Rensselaer Public Library Board. Ms. Hawkey presented the reasons for the merger and answered questions. The votes were as follows:

Lefler--did not vote

Challis--yes

Pitcher--yes

Miller--yes

Posey--yes

Hoover--yes

Gribble--yes

Mrs. Daugherty then took the chair and the county board discussed their resolution and answered questions from the audience. The votes were as follows:

Daugherty--did not vote

~~Lefler~~--yes

Challis--yes

Pitcher--yes

Miller--yes

Haskell--yes

Rodibaugh--no

Posey--yes

Jackson--yes

Hoover--yes

Gribble--yes

The merger will become effective June 5, 1978.

Dale Miller was nominated secretary of the Board. Mr. Hoover moved that he be elected, Mr. Pitcher seconded, and the motion was passed.

Ms. Hawkey needs to be authorized by the Board to open the lock box at the State Bank. Mr. Hoover moved that this be allowed, Mr. Pitcher seconded, and the motion was passed.

The Parish Council of St. Cecilia's Church will be considering our bid on their building shortly. In the interest of brevity, all other agenda items will be postponed until next month.

AGENDA

MAY 1, 1978

1. Minutes
2. Bills to be allowed
3. Month's activities and circulation
4. DeMotte business--report on bond issue progress
5. Wheatfield business
6. Insurance update
7. Roof
8. Leave of absence for Keiko Adcock
9. Material to be included in financial reports
10. New clerk for Rensselaer^r
11. Audit report
 - a. miscellaneous funds
 - b. transfer of gift fund monies

MINUTES

MAY 1, 1978

The Rensselaer-Jasper County Contractual Library Boards met on Monday, May 1 at 7:30 PM in the Library. Members present were Challis, Gribble, Posey, Lefler, Miller, Daugherty. Minutes of the last meeting were presented for board approval. Mr. Miller moved that these be accepted, Mrs. Gribble seconded, and the motion was passed. Bills in the amount of \$2,507.56 were presented for payment. Mrs. Challis moved that they be paid, Mrs. Posey seconded, and the motion was passed.

Ms. Hawkey reported on the month's activities and circulation, and on the progress of the bond issue in DeMotte. She also reported that money has been received from Miss Yoder to install a security light at wheatfield. Mr. Miller moved that she be authorized to tell NIPSCO to go ahead with the work, Mrs. Gribble seconded, and the motion was passed. Mrs. Gribble moved that the Wheatfield friends of the Library be allowed to paint the outside of the building as soon as the insulation is completed, Mrs. Challis seconded, and the motion was passed. The following resolution was passed:

"The Boards of the Rensselaer-Jasper County
Contractual Libraries wish to express their
appreciation to the Wheatfield Friends of
the Library for their interest in and
assistance to that library."

Ms. Hawkey reported that the roof is now fixed. She asked for approval for a 3-month leave of absence for Keiko Adcock to return to Japan. A Motion made by Mrs. Challis and seconded by Pauline Posey was passed. Mrs. Posey moved that Ms. Hawkey's recommendation of Sue Hamstra for a part-time summer employee and Teresa Vaughn for a full-time clerk be accepted. Mr. Miller seconded, and the motion was passed. Mrs. Gribble moved that we enter into a service contract for our new typewriter with Smith Office Supply of Lafayette, Mrs. Cahllis seconded, and the motion was passed.

AGENDA

JUNE 5, 1978

1. Meeting and adjournement of City and County Contractual Boards
2. Election of Jasper County Public Library Officers
3. Resolution to accept merger
4. Tentative 1979 Budget
5. DeMotte Business
6. Wheatfield business
7. Insurance changes
8. Purchase of shelving for Rensselaer and Wheatfield
9. Audit report
 - a. miscellaneous funds
 - b. trnsfer of gift fund monies
10. New directions for library--policies, programs, etc.

AMENDED AGENDA

JUNE 13, 1978

- ✓1. Minutes of June 5 meeting
- ✓2. Bills to be allowed → *election of officers*
- ✓3. Tentative 1979 budget
- ✓4. DeMotte business
- ✓5. Wheatfield business *OK w/ Farm Bureau*
- ✓6. Insurance changes
- ✓7. Purchase of painting by patron
- ✓8. Teri's vacation
- ✓9. Dollar limit on major purchases
- ✓10. New direction for libraries--policies, programs, etc.
11. Signature cards for bank
12. Date of next meeting July 3.

MINUTES

JUNE 13, 1978

The Jasper County Public Library Board met on June 13, 1978, to continue the business of the June 5 meeting. Members present were Challis, Daugherty, Hoover, Lefler, Miller, Stumpe, and Gribble.

With librarian Teri Hawkey presiding, officers were elected. The slate is as follows:

President; David Hoover

Vice President: James Lefler

Treasurer: Dale Miller

Secretary: Colleen CHallis

Minutes of the June 5 meeting were presented for Board approval. Mrs. Miller moved that they be approved as read, Mr. Hoover seconded, and the motion was passed. Bills in the amount of \$4, 466.99 were presented for payment. Mrs. Daugherty moved that these be paid, Mrs. Stumpe seconded, and the motion was passed.

The 1979 budget, with a tentative amount of \$125,000 was discussed at length. It needs to be approved at the July meeting.

Ms. Hawkey reported on the progress of the bond issue. A new contract is being prepared and should be signed within two weeks.

Wheatfield insulation was discussed, and several estimates were presented to the board. After discussion, it was voted to accept the bid of Jasper County Farm Bureau, contingent upon the approval of the Kanakee Valley School Corporation. Mr. Lefler made the motion, Mrs. Daugherty seconded.

The update of the library's insurance policy will be reported on at the next meeting.

The purchase of one of our rental paintings by a patron was brought before the board. The board does not want the painting sold.

Ms. Hawkey asked for some guidelines on the purchase of nonconsumable items. Mrs. Daugherty moved that she be allowed to purchase these items up to a cost of \$200.00. Mr. Lefler seconded, and the motion was passed. This excludes gift fund monies, which remain under the control of the Board.

The policies of the library need revision badly. Ms. Hawkey will send her proposed revisions and suggestions with next month's agenda. The date of the next meeting was set for Monday, July 3.

AGENDA

JULY 3, 1978

1. Minutes of June 13 meeting
2. Bills to be allowed and financial report
3. Audit report
 - a. transfer of gift fund monies
 - b. abolition of miscellaneous funds
4. Month's activities and circulation
5. 1979 budget--results of hearing
6. DeMotte business
7. Wheatfield business
8. Insurance revisions
9. Library policy revisions
10. New business
11. New page--Beth Myers ; SPEDY employee for Wheatfield
12. Next meeting-August 7

MINUTES July 3, 1978

The Jasper County Public Library Board met on Monday, July 3, at 7:30 PM in the Rensselaer Library. Members present were Challis, Gribble, Hoover, Miller, and Stumpe.

Minutes of the June 13 meeting were read. Mrs. Gribble moved that they be accepted, Mrs. Challis seconded, and the motion was passed. Bills in the amount of 2,973.03 were presented for board approval. Mr. Miller moved that these be paid, Mrs. Gribble seconded, and the motion was passed. Ms. Hawkey reported on the month's activities and noted large increases in circulation.

The report filed by Mr. Byron Henry of the State Board of Accounts was discussed. The abolition of miscellaneous funds was discussed. Mrs. Stumpe moved that the library card, copy machine, and bookmobile fund be abolished and made part of the operating fund. Mr. Miller seconded, and the motion was passed. All monies left in the county contractual account will also be transferred to the Jasper County P. L. account.

Ms. Hawkey reported that our maximum levy for the 1979 budget year is \$73,500. This is the amount of money we are allowed to raise through tax levies. The 1979 budget was discussed at some length. It will be signed at the August meeting.

Ms. Hawkey reported on the progress of the bond issue in DeMotte. The Wheatfield Friends of the library requested permission to panel and redecorate the Wheatfield library. Permission was granted.

Our insurance policy has been substantially enlarged, with a premium of \$703. Ms. Hawkey reported on the revisions. She will also write new policies for board consideration. She also requested approximately 36.00 from the gift fund to purchase plastic bags to sell at Little Cousin Jasper Days. Mr. Miller moved that this be allowed, Mrs. Challis seconded, and the motion was passed.

Beth Myers is the new page at Rensselaer, and Cherie Mize is a SPEDY employee at Wheatfield. The date for the next meeting was set for August 7.

AGENDA AUGUST 7, 1978

- ✓1. Minutes of July 3 meeting
- ✓2. Bills to be allowed and financial report
- ✓3. Month's activities and circulation
- ✓4. Wheatfield business--insulation
- ✓5. DeMotte business
- ✓6. Bond issue--presentation of petitions
- ✓7. New library policies--first section
8. 1979 budget
9. New business
10. Date for next meeting--must be before September 8

The Rensselaer-Jasper County Contractual Boards met for the last time on June 5, 1978 in the Rensselaer Library. Members present were Challis, Miller, Daugherty, Jackson, Lefler, and Rodibaugh.

The newly formed Jasper County Library Board met at the same time in the library. Members present were Challis, Daugherty, Miller, and Stumpe. The following resolution was passed:

WHEREAS, The Library Boards of the Rensselaer Public library and the Jasper County Contractual Library on the Fifth day of June, 1978, adopted the resolution to merge said libraries and to create a Library District to provide services to the residents of the City of Rensselaer and to the residents of the Jasper County Contractual Library District, and the resultant organization to be known as Jasper County Public Library; and

WHEREAS, this board desires to confirm said merger and to accept all property and assume all obligations of the Rensselaer Public Library Board and Jasper County Contractual Library Board; and

RESOLVED, that the Jasper County Public Library hereby accepts and confirms the resolution of the Rensselaer Public Library and Jasper County Contractual Library Boards and hereby accepts all property, both personal and real, and wherever situated, of the Rensselaer Public Library, and further assumes all obligations and responsibilities of the Rensselaer Public Library as they exist on the Fifth day of June, 1978.

Mrs. Daugherty moved that the resolution be passed, Mrs. Stumpe seconded, and the motion carried unanimously. As the board was still short three members, the meeting was adjourned, and will be held either June 12 or 13.

MINUTES

August 1, 1978

The Jasper Co. Public Library Board met on Monday August 7 at 7:30 p.m. in the Rensselaer Headquarters. Members present were Daugherty, Gribble, Hoover, Lefler & Miller. Mr. Wm. Moriarty, the Board's attorney also attended.

Minutes of the July 3 meeting were presented. Daugherty moved that they be approved, with the words "at some length" (describing a discussion of the budget) struck. Miller seconded, and the motion passed. Bills in the amount of \$2315.57 were presented for payment. Lefler moved that they be paid; Miller seconded. The motion passed.

Ms. Hawkey reported on the month's activities and circulation.

The Wheatfield Library is being insulated by Farm Bureau, and panelled by the Wheatfield JayCees.

Jody Melton, DeMotte librarian, has submitted his resignation as of Aug. 25. Daugherty moved that a search be opened for his replacement and that this be someone outside the system. Gribble seconded, and the motion passed.

We have over 500 petitions requesting the purchase of St. Cecilia's in DeMotte. Mr. Moriarty explained the procedures we will need to follow in order to issue bonds.

The first section of new policies (attached) was distributed to the board. After discussion, Miller moved that it be approved; Daugherty seconded. Motion was approved.

The 1979 budget, in the amount of \$125,000 was presented for Board approval. After discussion and some changes in personnel allotments, the amount of \$125,000 was approved. Lefler made the motion and Daugherty seconded.

Under new business, Ms. Hawkey reported on the State Distribution of \$3,223.80. Mr. Lefler moved that it be used to purchase C.D.'s for LIRF. Miller seconded, and the motion was passed.

Teresa Vaughn, our clerk, will be leaving as of Aug. 28. Ms. Hawkey will look for a replacement.

The date of the budget hearing was set for Monday, Aug. 28. The September meeting will be held on that date also.

AGENDA

August 28, 1978

1. Minutes of August 1 meeting
2. Bills to be allowed & financial report
3. Month's activities and circulation
4. Public hearing for 1979 budget
5. Motion to hold September meetin on August 28
6. DeMotte business - bond issue resolution
7. Wheatfield business
8. Candidates for Demotte and Rensselaer positions
9. Increase in petty cash
10. New business
11. Next meeting, Monday, October 2

MINUTES AUGUST 29, 1978

The Jasper County Public Library Board met on Monday, August 28, in the Rensselaer Headquarters. Members present were Challis, Daugherty, Hoover Lefler, and Stumpe. Bills the amount of \$1,616.18 were presented for Board approval. Mrs. Daugherty moved that these be paid, Mrs. Challis seconded, and the motion was carried. Ms. Hawkey reported on the month'a activities and circulation.

The public hearing for the 1979 budget was held. No taxpayers were present. Mrs. Challis moved that this meeting be considered the Steptember meeting, Mr. Lefler seconded, and the motion was passed

Mr. Bill Moriarty, the Baord's attorney, reported on the progress of the bond issue. A special meeting will be held on Wednesday, September 6, to pass a resolution of our intention to issue bonds.

Representative from the Wheatfield Friends reported on improvements to that building. A future Board meeting will be held there.

Ms. Hawkey presented her candidates for the open positions at DeMotte and Rensselaer. Mrs. Mary K. Patterson is recommended for the DeMotte position, Mrs. Susan Bush for Rensselaer. Mrs. Stumpe moved that they be hired, Mrs. DAugherty seconded, and the motion was passed.

Ms. Hawkey asked for an increase in the petty cash allotment, to \$15.00 every month. This is needed because of the increase in postal costs Mrs. DFaugherty moved that this be allowed, Mrs. Stumpe seconded, and the motion was passed.

The next regular meeting will be held on Monday, October 2. This will be the bond issue public hearing.

MINUTES, September 6

The Jasper County Public Library Board met in special session on September 6 in the Rensselaer Headquarters. Members present were Challis, Daugherty, Gribble, Hoover, Lefler, Miller, and Stumpe.

Mr. Lefler moved that the Notice of Additional Appropriations and Resolution of Determination to Issue Bonds be adopted by the Board. (These are available for inspection in the Library Office). Mrs. Daugherty seconded. Board members voted as follows:

Challis--yes

Daugherty--yes

Gribble--yes

Hoover--chair, abstained

Lefler--yes

Miller--yes

Stumpe--yes

The motion carried unanimously.

AGENDA October 2, 1978

1. Minutes of August 29 and September 1 meetings
2. Bills to be allowed and financial report
3. Month's Activities and circulation
4. Public hearing--bond issue and additional appropriations
5. Discussion of new selection and staff policies
6. Sale of library-owned picture
7. Wheatfield business
8. Resignation of janitor
9. Next meeting Monday, November 6

MINUTES

October 3, 1978

The Jasper County Public Library met on Monday, October 3 in the Rensselaer Headquarters. Members present were Challis, Daugherty, Hoover, Gribble, Lefler and Stumpe. Minutes of the August 29 and September 6 special meeting were presented. Lefler moved that these be approved as read, Challis seconded, and the motion was passed. Bills in the amount of \$2,022.49 were presented for Board approval. Daugherty moved that these be paid, Stumpe seconded, and the motion was passed.

Ms. Hawkey reported on the month's activities & circulation.

The public hearing concerning the issuance of \$120,000 in tax-free municipal bonds and additional appropriations in the amount of \$1,485.95 for the insulation of the Wheatfield building was held. Walt and Evelyn Roorda spoke for the purchasing of the DeMotte building, as did the DeMotte library, Mary Kay Patterson. No members of the public were present to object.

Ms. Hawkey presented the new selection and staff policies for Board approval. After some discussion and minor changes, Daugherty moved that they be adopted, Challis seconded. The motion was passed. Ms. Hawkey also presented the 1979 holiday schedule (attached). Gribble moved that this be accepted, Lefler seconded. The motion was passed.

A discussion concerning the possible scale of a painting owned by the library was held. Ms. Hawkey was directed to obtain more information about the descendants of the artist.

Mrs. Stumpe presented plans for a new entryway at the Wheatfield Library. The Friends group has \$450 to spend. Lefler moved that any costs over this figure be taken from our Wheatfield gift fund. Daugherty seconded, and the motion was passed.

The Board accepted the resignation of Kim Starkey, clerk at DeMotte. It also granted a raise to Ken Day, the janitor. He will be paid \$35/week for his services. The Board also approved \$35 to pay for a workshop to be attended on October 12 by Ms. Hawkey and a calligraphy class, at a cost of \$12, to be attended by Mrs. Yeoman.

The next meeting will be held Monday, November 6, at the Wheatfield Library.

1979 HOLIDAY SCHEDULE

JAN. 1 NEW YEAR'S DAY (MONDAY)
FEBRUARY 19 WASHINGTON'S BIRTHDAY (MONDAY)
APRIL 13 GOOD FRIDAY (12-3) (FRIDAY)
MAY 28 MEMORIAL DAY (MONDAY)
JULY 4 INDEPENDENCE DAY (WEDNESDAY)
SEPTEMBER 3 LABOR DAY (MONDAY)
OCTOBER 8 COLUMBUS DAY (MONDAY)
NOVEMBER 22 THANKSGIVING (THURSDAY)
DECEMBER 25 CHRISTMAS (TUESDAY)

AGENDA

NOVEMBER 6, 1978

1. Minutes of October 3 meeting
2. Bills to be allowed & financial report
3. Month's activities & circulation
4. DeMotte business & bond issue
5. Wheatfield business
6. Adoption of new library use policy
7. Nomination of 1979 officers
8. Appointment of board committtees
9. Additional appropriations approved
10. Directions, goals & objectives for 1979
11. New copy machine
12. New bsuiness
13. Next meeting, December 4

MINUTES November 6, 1978

The Jasper County Public Library Board met on Monday, November 6 at the Wheatfield Library. Members present were Daugherty, Hoover, Lefler and Stumpe. Bills in the amount of \$2,505.87 were presented for Board approval. Mrs. Stumpe moved that these be paid, Mrs. Daugherty seconded. Minutes of the October 2 meeting were distributed. Mrs. Daugherty moved that they be approved as read, Mr. Lefler seconded, and the motion was passed.

Ms. Hawkey reported on the month's activities and circulation.

All information concerning the issuance of bonds for the DeMotte building has been sent to the State Board of Tax Commissioners and the Property Tax Control Board. We are now waiting for a hearing date. The roof at the DeMotte Library was also discussed. Ms. Hawkey will contact Mr. Konovsky concerning the extent of repairs he plans to undertake.

The Board and Mr. Hoover expressed their appreciation of all that the Wheatfield Friends of the Library have done for the library. The Board will pay, from the Wheatfield gift fund, any excess expenses the Friends have incurred in the construction of the new entryway.

A new library use policy was presented by Ms. Hawkey. After some discussion and revisions (to be distributed at the next meeting) Mr. Lefler moved that it be passed. Mrs. Stumpe seconded, and the motion was passed.

The following slate of officers was nominated for 1979. The nominator and seconder are listed in parentheses.

PRESIDENT	Dave Hoover (Stumpe, Daugherty)
VICE PRESIDENT	Lynn Daugherty (Lefler, Stumpe)
SECRETARY	Joyce Stumpe (Daugherty, Lefler)
TREASURER	Dale Miller (Daugherty, Lefler)

Mrs. Daugherty moved that nominations be closes. Mrs. Stumpe seconded, and the motion was passed.

Mr. Hoover appointed Mrs. Stumpe, Mrs. Daugherty and Mr. Miller to a committee to assist Ms. Hawkey in selecting contractors and furniture manufacturers to ask for bids on the DeMotte work.

Ms. Hawkey reported that the State Board of Tax Commissioners has approved our request for additional appropriations from LIRF to pay for the Wheatfield insulation.

A discussion on a new copy machine and on directions, goals and objectives for 1979 were postponed until the December meeting when more members are present.

Under new business, Ms. Hawkey will be on vacation from November 17-24.

The date of the next meeting was set for December 4, 1978.

AGENDA

DECEMBER 4, 1978

1. Minutes of November 6 meeting
2. Bills to be allowed and financial report
3. Month's activities & circulation
4. DeMotte business & bond issue
5. Wheatfield business
6. Election of 1979 officers
7. New copy machines
8. Choice of contractors and furniture manufacturers
9. Directions, goals and objectives for 1979
10. Library evaluation
11. New business
12. Next meeting January 9

The Jasper County Public Library Board met on Monday, December 4 at 7:30 PM in the Rensselaer Headquarters. Members present were Hoover, Stumpe, Daugherty, Challis, Gribble and Miller.

Minutes of the November 6 meeting were distributed. Daugherty moved that they be approved, Challis seconded, and the motion was passed. Bills in the amount of 3,545.99, from the operating fund, 1,485 from LIRF, and 155.28 from the Wheatfield Gift fund were presented. Stumpe moved that they be paid, Daugherty seconded. The Motion was passed. Ms. Hawkey reported on the month's activities and circulation.

Ms. Hawkey reported on the bond issue, and there was no Wheatfield business.

The slate of officers nominated at the November meeting was presented. Gribble moved that they be elected, Dale seconded, and the motion was passed. 1979 officers are:

PRESIDENT: Dave Hoover
VICE PRESIDENT: Lynn Daugherty
SECRETARY: Joyce Stumpe
TREASURER: Dale Miller

A new copy machine was consider by the Board. Daugherty moved that we lease/purchase a Savin 755 with one Auditron, one stand, and one service contract. Miller seconded, and the motion was passed.

Mr. Hoover appointed the following committees for 1979:

Library Evaluation: Gribble, Daugherty, and Challis
DeMotte Building: Daugherty, Miller, and Stumpe
Budget: Hoover, Lefler, and Gribble

An evaluation program for 1979 was discussed, as well as possible programs and services for 1979. Under new business, Gribble moved that all necessary transfers in accounts for 1978 be made, Daugherty seconded, and the motion was passed.

RENSSELAER PUBLIC LIBRARY STAFF POLICIES

I. PURPOSE

IN AN ATTEMPT TO MORE CLEARLY SPELL OUT THE RULES AND REGULATIONS FOR THE LIBRARY STAFF, THE FOLLOWING POLICY HAS BEEN ADOPTED AND FURNISHED TO EACH MEMBER OF THE STAFF AND BOARD.

IT IS NOT POSSIBLE TO COVER ALL SITUATIONS OR CIRCUMSTANCES, SO IN THE CASE OF ONE ARISING, THE STAFF SHOULD DIRECT ANY QUESTIONS OR INTERPRETATIONS TO THE HEAD LIBRARIAN FOR CLARIFICATION OR REFERRAL TO THE BOARD.

- II. THE LIBRARY SHALL OBSERVE STATE CERTIFICATION REQUIREMENTS.
- III. NO LIBRARY BOARD MEMBER OR RELATIVE SHALL BE APPOINTED TO THE LIBRARY STAFF.
- IV. ALL NEW EMPLOYEES SHALL HAVE A 6 MONTH PROBATIONARY PERIOD DURING WHICH TIME HE OR SHE SHALL BE SUBJECT TO CLOSE EXAMINATION AS TO HIS OR HER COMPETENCY TO PERFORM THE DUTIES ASSIGNED. AN EMPLOYEE SHALL BE RELEASED DURING THIS PERIOD IF HE OR SHE PROVES TO BE UNQUALIFIED FOR THE POSITION.
- V. THE ADMINISTRATION AND DIRECTION OF THE STAFF SHALL BE THE RESPONSIBILITY OF THE HEAD LIBRARIAN. HIRING OF NEW PERSONNEL, PROMOTIONS, AND DISMISSALS SHALL BE UNDER HER JURISDICTION, SUBJECT TO BOARD APPROVAL PRIOR TO ACTION.
- VI. WORKING SCHEDULES, JOB ASSIGNMENTS AND GENERAL FUNCTIONS SHALL BE EXCLUSIVE RESPONSIBILITY OF THE HEAD LIBRARIAN.
- VII. LIBRARY HOURS SHALL BE SET BY THE BOARD AND REVIEWED PERIODICALLY.
- VIII. FULL-TIME STAFF MEMBERS, INCLUDING THE HEAD LIBRARIAN, SHALL WORK A 40-HOUR WEEK. PART-TIME HOURLY STAFF MEMBERS SHALL WORK A SCHEDULE DEVISED BY THE HEAD LIBRARIAN.
- IX. EXTENDED LEAVE WITHOUT PAY WILL BE ADJUSTED TO PERSONAL NEED, SUCH AS MATERNITY CARE, FAMILY SICKNESS, EDUCATION AND MILITARY DUTY. IF NOT DETRIMENTAL TO LIBRARY SERVICE, A STAFF MEMBER MAY BE GRANTED A LEAVE WITHOUT PAY FOR OTHER PURPOSES.
- X. JURY DUTY SHALL BE ALLOWED WITH PAY.
- XI. MEDICAL TREATMENT WILL BE ALLOWED DURING THE WORK DAY IF NO TIME CAN BE ARRANGED FOR AN APPOINTMENT AND WILL NOT BE CHARGED AGAINST SICK LEAVE.

XII. SICK LEAVE OF 12 DAYS PER YEAR ACCUMULATED TO A MAXIMUM OF 60 DAYS WILL BE GRANTED WITH PAY IN CASE AN EMPLOYEE HAS AN EXTENDED ILLNESS OR INJURY. THIS LEAVE IS NOT TO BE USED AS A VACATION OR EARNED TIME OFF WITH PAY.

XIII. HOLIDAYS--THE HOLIDAYS FOR EACH YEAR SHALL BE SET UP BY THE BOARD AND THE LIBRARIAN AT THE OCTOBER MEETING PRIOR TO THE YEAR IN QUESTION. THERE SHALL BE NINE DAYS PER YEAR AS HOLIDAYS, PLUS NOON TO 3:00 P.M. ON GOOD FRIDAY. A HOLIDAY IS CONSIDERED A PAID WORKING DAY FOR ALL STAFF MEMBERS. IF THE HOLIDAY FALLS ON THE NORMAL DAY OFF, IT MAY BE DEFERRED TO ANOTHER TIME WITHIN THE YEAR.

XIV. DISPLAYS AND EXHIBITS SHALL BE APPROVED BY THE HEAD LIBRARIAN.

XV. RETIREMENT PROGRAM IS O.A.S.I.

XXVI. AUDITORIUM-- THE AUDITORIUM IS AVAILABLE TO NON-PROFIT ORGANIZATIONS WITHIN THE TAX PAYING TOWNSHIPS WHICH SUPPORT THE LIBRARY. ARRANGEMENTS SHOULD BE MADE IN ADVANCE WITH THE HEAD LIBRARIAN.

THE LIBRARIES LOCATED IN WHEATFIELD AND DEMOTTE SHALL BE AVAILABLE AS A MEETING ROOM TO RESPONSIBLE GROUPS AT A MINIMUM CHARGE OF \$3.00 PER MEETING UNLESS THIS SUM PROVES INSUFFICIENT. THE BUILDINGS ARE BEING LENT WITH THE UNDERSTANDING THAT SAID GROUPS ACCEPT RESPONSIBILITY FOR ANY DAMAGES OR LOSS. SHOULD ANY DAMAGE OR LOSS OCCUR, THE GROUP IS RESPONSIBLE FOR THE REPLACEMENT OF THIS ITEM. ALL ARRANGEMENTS FOR THE USE OF THE FACILITIES SHALL BE MADE THROUGH THE HEAD LIBRARIAN, WHO SHALL DESIGNATE A RESPONSIBLE PERSON TO OPEN AND CLOSE THE BUILDING AT THE TIME OF THE MEETING.

XVII. TRAVEL EXPENSES-- A TRAVEL ALLOWANCE OF 12 CENTS PER MILE WILL BE REFUNDED FOR EXPENSE INCURRED WHILE TRAVELING ON LIBRARY BUSINESS.

XVIII. PROFESSIONAL MEETINGS-- PROFESSIONAL MEETINGS CONCERNING LIBRARY BUSINESS SHALL BE ATTENDED BY THE LIBRARIAN AT HER DISCRETION. OTHER STAFF MEMBERS MAY ATTEND WHEN THE HEAD LIBRARIAN DEEMS EXPENSES INCURRED SHALL BE REFUNDED. EXPENSES BEYOND THOSE BUDGETED REQUIRE BOARD APPROVAL IN ADVANCE.

IXX. MEDICAL REPORTS-- A PHYSICAL EXAMINATION IS REQUIRED OF ALL EMPLOYEES WITHIN ONE MONTH AFTER APPOINTMENT TO THE LIBRARY STAFF. A CHEST X-RAY IS REQUIRED ONCE EVERY THREE YEARS AT THE MOBILE UNIT.

XX. IT WILL BE THE LIBRARY POLICY TO NOT NORMALLY ALLOW OVERTIME WORK OR COMPENSATION. IF IN EMERGENCY IT IS REGARDED AS NECESSARY, IT SHALL BE APPROVED BY THE LIBRARIAN AND PAID ON A STRAIGHT TIME BASIS. IF POSSIBLE AND AGREEABLE, TIME CAN BE ADJUSTED TO MAKE UP FOR THIS. FAILURE TO MAKE UP TIME LOST WITHIN A PAY PERIOD WILL RESULT IN DEDUCTION OF PAY UNLESS SPECIAL ARRANGEMENT IS MADE WITH THE HEAD LIBRARIAN.

- XXI. ILLNESS OR DEATH IN THE IMMEDIATE FAMILY-- ABSENCE FOR DEATH IN THE IMMEDIATE FAMILY (FATHER, MOTHER, BROTHER, SISTER, HUSBAND, WIFE, OR CHILDREN) OR OTHER RELATIVE OR FRIENDS LIVING IN THE SAME HOUSEHOLD IS ALLOWED WITH PAY FROM THE DAY OF DEATH THROUGH THE DAY OF THE FUNERAL (INCLUDING UNSCHEDULED DAYS AND HOLIDAYS) PLUS RETURN TRANSPORTATION TIME. ONE HALF DAY IS ALLOTTED TO ATTEND FUNERALS OF NEAR RELATIVES NOT LIVING IN THE SAME HOUSEHOLD. IF STAFF MEMBERS MUST TRAVEL MORE THAN 100 MILES, A DAY IS PERMITTED FOR NEAR RELATIVES.
- XXII. VACATIONS SHALL BE GRANTED TO STAFF MEMBERS WITH PAY AS FOLLOWS:
- NON-PROFESSIONAL: AFTER 1 FULL YEAR OF SERVICE - 2 WEEKS
AFTER 5 FULL YEARS OF SERVICE - 3 WEEKS
AFTER 10 YEARS OF SERVICE - 4 WEEKS
- PROFESSIONAL- HEAD LIBRARIAN:
AFTER 1 YEAR - 3 WEEKS
AFTER 5 YEARS - 4 WEEKS
- XXIII. SALARY INCREASES-- BECAUSE WE ARE DEPENDENT ON THE TAX UNIT FOR OUR MONIES AND CANNOT DEPEND ON CONTINUING AMOUNTS OF MONEY, IT IS SOMETIMES DIFFICULT TO BUDGET AND MEET SALARY COMMITMENTS. HOWEVER, IT IS THE INTENT OF THE BOARD TO PAY FAIR AND REASONABLE SALARIES. A YEARLY REVIEW BY THE BOARD SHALL BE MADE OF ALL SALARIES, AND WHERE WARRANTED AND POSSIBLE, INCREASES IN TUNE WITH THE MONIES AVAILABLE AND THE COST OF LIVING SHALL BE MADE.
- XXIV. RETIREMENT-- ALL EMPLOYEES SHALL BE SUBJECT TO A MANDATORY RETIREMENT AGE OF SIXTY FIVE YEARS, SUCH RETIREMENT SHALL BE EFFECTIVE DECEMBER 31 OF THE YEAR AN EMPLOYEE REACHES RETIREMENT AGE.
- IN INDIVIDUAL CASES THE BOARD MAY ELECT TO REQUEST THE CONTINUATION OF EMPLOYMENT PAST THE AGE OF SIXTY FIVE. ALL SUCH REQUESTS SHALL BE FOR THE TERM OF ONE YEAR AND SHALL BE MADE IN WRITING TO THE EMPLOYEE AT LEAST NINETY DAYS BEFORE THE END OF THE FISCAL YEAR.

ADOPTED THIS 5TH. DAY OF AUGUST, 1974

RENSSELAER PUBLIC library

RENSSELAER, INDIANA 47978

no longer valid

RENSSELAER PUBLIC LIBRARY STAFF POLICIES

I. Purpose

In an attempt to more clearly spell out the rules and regulations for the library staff, the following policy has been adopted and furnished to each member of the staff and board.

It is not possible to cover all situations or circumstances so in the case of one arising, the staff should direct any questions or interpretations to the Head Librarian for clarification or referral to the board.

- II. The library shall observe State certification requirements.
- III. No library board member or relative shall be appointed to the library staff.
- IV. All new employees shall have a 6 month probationary period during which time he or she shall be subject to close examination as to his or her competency to perform the duties assigned. An employee shall be released during this period if he or she proves to be unqualified for the position.
- V. The administration and direction of the staff shall be the responsibility of the Head Librarian. Hiring of new personnel, promotions, and dismissals shall be under her jurisdiction, subject to board approval prior to action.
- VI. Working schedules, job assignments and general functions shall be the exclusive responsibility of the Head Librarian.
- VII. Library hours shall be set by the board and reviewed periodically.
- VIII. Full-time staff members, including the Head Librarian, shall work a 40-hour week. Part-time hourly staff members shall work a schedule devised by the Head Librarian.

A fifteen minute break for every four hours of continual work will be allowed.
- IX. Extended leave without pay will be adjusted to personal need, such as maternity care, family sickness, education and military duty. If not detrimental to library service, a staff member may be granted a leave without pay for other purposes.
- X. Jury duty shall be allowed with pay.

- XI. Medical treatment will be allowed during the work day if no time can be arranged for an appointment and will not be charged against sick leave.
- XII. Sick leave of 12 days per year accumulated to a maximum of 60 days will be granted with pay in case an employee has an extended illness or injury. This leave is not to be used as a vacation or earned time off with pay.
- XIII. Holidays--The holidays for each year shall be set up by the board and the librarian at the October meeting prior to the year in question. There shall be nine days per year as holidays, plus Noon to 3:00 p.m. on Good Friday. A holiday is considered a paid working day for all staff members. If the holiday falls on the normal day off, it may be taken at another time with arrangements made with the head librarian.
- XIV. Displays and exhibits shall be approved by the head librarian.
- XV. Retirement program is O.A.S.I.
- XVI. Auditorium--The auditorium is available to non-profit organizations within the tax-paying townships which support the library. Arrangements should be made ahead of time with the Head Librarian. Branch library facilities after hours shall only be made available to the public if a responsible person designated by the Library supervises these functions at no expense to the Library.
- XVII. Travel expenses - A travel allowance of 12 cents per mile will be refunded for expense incurred while traveling on library business.
- XVIII. Professional meetings - Professional meetings concerning library business shall be attended by the librarian at her discretion. Other staff members may attend when the Head Librarian deems necessary. Expenses incurred shall be refunded. Expenses beyond those budgeted require board approval in advance.
- IXX. Medical reports. A physical examination is required of all employees within one month after appointment to the library staff. A chest X-ray is required once every three years at the mobile unit.
- XX. It will be the Library policy to not normally allow overtime work or compensation. If in emergency it is regarded as necessary it shall be approved by the librarian and paid on a straight time basis. If possible and agreeable, time can be adjusted to make up for this. Failure to make up time lost within a pay period will result in deduction of pay unless special arrangement is made with the head librarian.
- XXI. Illness or death in the immediate family. Absence for death in the immediate family (father, mother, brother, sister, husband, wife, or children) or other relative or friends living in the same household is allowed with pay from the day of death through the day of

the funeral (including unscheduled days and holidays), plus return transportation time. One half day is allotted to attend funerals of near relatives not living in the same household. If staff members must travel more than 100 miles, a day is permitted for near relatives.

XXII. Vacations shall be granted to staff members with pay as follows:

Non-professional: after 1 full year of service - 2 weeks
after 5 full years of service - 3 weeks
after 10 years of service - 4 weeks

Professional Head Librarian:

after 1 year - 3 weeks
after 5 years - 4 weeks

XXIII. Salary increases - Because we are dependent on the tax unit for our monies and cannot depend on continuing amounts of money, it is sometimes difficult to budget and meet salary commitments. However, it is the intent of the board to pay fair and reasonable salaries. A yearly review by the board shall be made of all salaries and where warranted and possible, increases in tune with the monies available and the cost of living shall be made.

-- Adopted July 9, 1973

RENSSELAER **PUBLIC** library
RENSSELAER, INDIANA 47978

Library and Staff Policy Amendment to XVI

Now Reads:

Auditorium - The Auditorium is available to non-profit organizations within the tax paying townships which support the library. Arrangements should be made in advance with the Head Librarian.

The libraries located in Wheatfield and Demotte shall be available as a meeting room to responsible groups at a minimum charge of \$3.00 per meeting unless this sum proves insufficient. The buildings are being lent with the understanding that said groups accept responsibility for any damages or loss. Should any damage or loss occur the group is responsible for the replacement of this item. All arrangements for the use of the facilities shall be made through the Head Librarian, who shall designate a responsible person to open and close the building at the time of the meeting.

Passed this 6th day of August 1973.

Library and Staff Policy Addition XXIV

Employees who have reached the age of sixty-five (65) will be subject to a yearly review. The review is to include working abilities, physical performance and mental attitude. The review is to be a joint effort of the Trustees and the Librarian.

Passed this 5th day of September 1973.

CONTRACT FOR LIBRARY SERVICE

This agreement made and entered into this 1st. day of April, 1974.

1. The Jasper County Contractual Library Board of Trustees hereby agrees to pay to the Rensselaer City Library Board of Trustees a specific sum agreed upon, on a yearly basis by the two parties, this amount shall include approximately one-third, (1/3) of the operation costs of the City of Rensselaer Library and the total operating costs of the Libraries located in DeMotte, Indiana and Wheatfield, Indiana. This amount shall be paid for Library services rendered to the residents of Jasper County, Indiana, residing outside the limits of the City of Rensselaer and the Township of Carpenter, Jasper County, Indiana, these funds are to be obtained by tax levy.

2. The City of Rensselaer Library Board of Trustees hereby agrees to furnish reasonable Library Service to the residents of Jasper County, residing outside the limits of the City of Rensselaer and Carpenter Township, Jasper County, Indiana, without any special charge other than the previously mentioned tax levy.

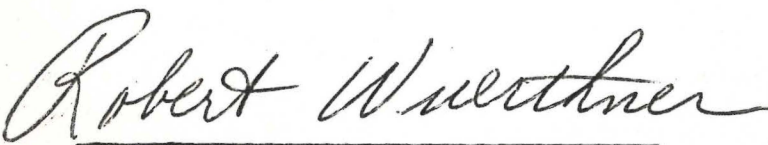
3. The term of this contract is to be January 1 to December 31, both dates inclusive, of year specified, and said contract may be renewed from year to year hereafter by mutual agreement.

4. The Jasper County Contractual Library Board of Trustees shall hold regularly scheduled meetings at 7:30 pm on the first Monday of each month with the exception of the Public Hearing on Budget which is scheduled by the State of Indiana, followed immediately by a Rensselaer City Library Board of Trustees meeting.

These meetings shall be conducted by the respective Presidents of each Board of Trustees and minutes shall be recorded by the respective Secretaries of each Board of Trustees.

5. The administration of the Rensselaer, DeMotte and Wheatfield Libraries shall be conducted thru the Rensselaer City Library therefore under the direct supervision of the City of Rensselaer Board of Trustees and indirectly under the supervision of the Jasper County Contractual Board of Trustees. The Jasper County Contractual Board shall present recommendations for action to the Rensselaer City Board to act upon.

6. Upon receipt of tax levy monies the Treasurer of the Jasper County Contractual Library Board shall deposit said monies receipted and write two (2) checks to the City of Rensselaer Library Board, one (1) for the Contractual share of the operation of the City Library and one (1) for the operation of the DeMotte, Indiana and the Wheatfield, Indiana Libraries.



President-Jasper County
Contractual Board of Trustees



President-Rensselaer City
Board of Trustees

Rensselaer Contractural Library Board

(Name of Corporation)

I HEREBY CERTIFY TO State Bank of Rensselaer

that at a meeting of the Board of Directors of Rensselaer Public Library, a corporation organized under the laws of the State of Indiana duly called (a quorum being present) and held at the office of said corporation, No. in the city of Rensselaer State of Ind. on the 8th day of July 1974, the following resolutions were duly adopted and are now in full force and effect:

Depository
and Signing
Resolution

RESOLVED, that the above bank be designated as a depository of this corporation and that funds of this corporation deposited in said Bank be subject to withdrawal upon checks, notes, drafts, bills of exchange, acceptances, undertakings of other orders for the payment of money when signed on behalf of this corporation by any three of its following officers to wit:
(Number)

RESOLVED, that the above bank, is hereby authorized to pay any such orders and also to receive the same for credit of or in payment from the payee or any other holder without inquiry as to the circumstances of issue or the disposition of the proceeds even if drawn to the individual order of any signing officer or tendered in payment of his individual obligation.

Borrowing
Resolution

RESOLVED, that

be and they hereby are authorized to borrow from time to time on behalf of this corporation from the above bank sums of money for such period or periods of time, and upon such terms, rates of interest and amounts as may to them in their discretion seem advisable, and to execute notes or agreements in the forms required by said Bank in the name of the corporation for the payment of any sums so borrowed.

That said officers are hereby authorized to pledge or mortgage any of the bonds, stocks or other securities, bills receivable, warehouse receipts or other property real or personal of the corporation, for the purpose of securing the payment of any moneys so borrowed; to endorse said securities and/or to issue the necessary powers of attorney and to execute loan, pledge or liability agreements in the forms required by the said Bank in connection with the same.

That said officers are hereby authorized to discount with the above bank any bills receivable held by this corporation upon such terms as they may deem proper.

That the foregoing powers and authority will continue until written notice of revocation has been delivered to the above bank.

RESOLVED, that the secretary of this corporation be and he hereby is authorized to certify to the above bank, the foregoing resolutions and that the provisions thereof are in conformity with the charter and by-laws of this corporation.

I FURTHER CERTIFY that there is no provision in the charter or by-laws of said corporation limiting the power of the board of directors to pass the foregoing resolutions and that the same are in conformity with the provisions of said charter and by-laws.

I further certify that the following are the genuine signatures of the persons now holding office in said company as indicated opposite their respective signatures.

R. Helvie President (Title)
J. Becker Sec. (Title)
M. Hankey Treas. (Title)
R. Smith Vice President (Title)
Ralph O. Smith (Title)

IN WITNESS WHEREOF, I have hereunto set my hand as secretary of said corporation and affixed the corporate seal this 8th day of July 1974

(CORPORATE SEAL)

Joqueline Becker
Secretary of the Corporation

NOTE: In case the secretary or other recording officer is authorized to sign checks, notes, etc., by the above resolutions, this certificate must also be signed by a second officer of the corporation.

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